# Parents As Learning Support Agreement Between the City Of Las Vegas and O.K. Adcock Elementary School

THIS AGREEMENT, made and entered into this day of October, 2006 by and between the CITY OF LAS VEGAS, a municipal corporation of the State of Nevada, hereinafter referred to as "CITY", and O.K. Adcock Elementary School, a Clark County School District elementary school duly organized under the laws of the State of Nevada, hereinafter referred to as "SUBRECIPIENT," whose primary mailing address at the date of execution is 6350 Hyde Avenue, Las Vegas, NV 89107.

#### WITNESSETH

WHEREAS, the CITY has allocated funds for the Parents As Learning Support program, hereinafter referred to as "PALS"; and

WHEREAS, the CITY is responsible for planning, administering, implementing, and evaluating the PALS program to ensure that it conforms to the PALS Program Guidelines and Las Vegas City Council goals; and

WHEREAS, CITY, as Grantor, wishes to engage "SUBRECIPIENT" to assist the CITY in utilizing such funds by providing services to meet the PALS Program's objectives, as follows:

- To assist school staff and administrators with establishing parents and school staff as partners in defining and addressing student needs
- To assist schools with identifying unengaged parents and developing strategies for involving them in school activities
- To improve student achievement
- To involve parents in a variety of functions/roles in the school
- To create a support system of families, school staff and community leaders who take responsibility for the safety and well-being of all students attending their school

NOW, THEREFORE, it is agreed between the parties hereto that:

#### I. SCOPE OF SERVICE

#### A. ACTIVITIES

"SUBRECIPIENT" will be responsible for administering FY2006-2007 PALS-funded programs known as <u>Fitness Projects</u>, <u>Welcome Spanish Speaking Families</u>, <u>Family Nights At School</u>, <u>and Displays and Recognition</u> that provide activities eligible under the Parents As Learning Support Program as cited in the Scope of Services I.B.1, hereinafter referred to as "Program." It is expressly agreed and understood that the total amount to be provided by the CITY under this Agreement shall not exceed \$7,400.00 in PALS funds to be allocated in accordance with the Program Budgets as detailed in Exhibit "A," attached. "SUBRECIPIENT" hereby agrees to utilize said PALS funds made available pursuant to this Agreement to supplement rather than supplant funds otherwise available.

#### B. PROGRAM DESCRIPTION

Scope of Services to be Provided

#### Purpose of Services:

Funding will be used to plan and implement school based projects to increase parent involvement in school activities and increase communication between parents and school staff.

#### Tasks to be Performed:

- Fitness Projects Host a series of family fitness events to encourage physical activity and educate parents on fitness and health
- Welcome Spanish Speaking Families Host workshops and provide resource materials for Spanish speaking parents
- Family Nights At School Host family workshops and dvents on the school's campus
- Displays and Recognition Provide awards to highlight student achievement and create opportunities for students to display their work for parents

#### Level of Service to be Provided:

Projects will increase the number of parent volunteers and provide parents with an active role in their student's education and development.

#### Measurable Goals for Grant period:

- Number of parent volunteers
- Number of participating parents

"SUBRECIPIENT" hereby agrees to meet the goals as stated above, to the greatest extent feasible, in order to ensure the success of the Program.

2. The "SUBRECIPIENT" hereby appoints the following representative to attend any meetings of the neighborhood organization in partnership with the City of Las Vegas, Neighborhood Services Department:

**Helen Carlson, School Project Team Leader**, or a designee chosen at the discretion of SUBRECIPIENT.

#### C. Program Reporting

"SUBRECIPIENT" will be required to collect for and provide to the CITY Program accomplishments and usage records beginning **October 18, 2006** or the date first written above, until **June 1, 2007**, unless this Agreement is modified at the express consent of the CITY and "SUBRECIPIENT." "SUBRECIPIENT" shall submit, on a monthly basis, and on occasion upon request of the CITY, a Monthly Progress Report, Project Evaluation Reports and Volunteer Hour Logs, the forms for which are attached as Exhibit "B". These reports shall accompany each request for expenditure or reimbursement of funds. Failure to submit said reports in a timely manner may delay purchases or reimbursement to "SUBRECIPIENT" for grant-eligible Program expense. Records and reports shall contain, but not be limited to, the following data:

- 1) Statement of Program goals cited in "SUBRECIPIENT" application and measurable accomplishments toward achieving said goals through reporting date of said report.
- 2) Whenever applicable, written narrative of activities. Written narrative and description of services shall be included in each monthly report.
- 3) Volunteer Hour Logs should be submitted with copies of written materials which document the expenditure of the donated good(s), which are reported. This documentation will include: letters from professionals, identifying the donation they have made and its value, vendor receipts for donated goods or receipts for expenditures paid by funds raised by the "SUBRECIPIENT".
- 4) The "SUBRECIPIENT" shall provide a copy of all written reports developed for the Project to the CITY. These may be included with the Project Evaluation Report or under separate cover. Materials which help document the progress of the Project include: project meeting or event flyers, project meeting minutes, draft reports, final reports, photographs, timelines, job descriptions, contractor contracts, and participant interviews, and videos.
- 5) The "SUBRECIPIENT" shall provide a final, brief, written report that summarizes the Project's successes and lessons learned.

These reports will be forwarded to the City of Las Vegas Neighborhood Services Department, ATTN: Neighborhood Initiatives Division. CITY will monitor the performance of "SUBRECIPIENT" against goals and performance standards required herein. Substandard performance as determined by CITY will constitute non-compliance with this Agreement.

If action to correct such substandard performance is not taken by "SUBRECIPIENT" within a reasonable period of time after being notified by CITY, contract suspension or termination procedures will be initiated.

#### D. TIME OF PERFORMANCE

This Agreement provides for PALS funding of "SUBRECIPIENT" program rendered in accordance with this Agreement from October 18, 2006, or the date first written above, through June 1, 2007. The CITY shall bear no liability to fund or provide payment for "SUBRECIPIENT" program services in the event that no PALS grant award funds are received during fiscal year 2006-2007. Furthermore, the CITY shall be liable only for payment proportional to the extent that PALS grant award funds are appropriated and allocated by the CITY. "SUBRECIPIENT" program expenses incurred after October 18, 2006, but prior to execution of this Agreement will not be reimbursed.

#### **II. CITY GENERAL CONDITIONS**

#### A. COMPLIANCE WITH OTHER APPLICABLE STATUTES AND REGULATIONS

"SUBRECIPIENT" shall obtain any and all Federal, State, and Local permits and licenses required to execute the Project or Program as described in the Agreement's Scope of Services. "SUBRECIPIENT" further agrees to abide by all applicable Federal, State, and Local codes, regulations, statutes, ordinances, and laws.

#### B. SUBRECIPIENT RETAINS EXCLUSIVE RIGHT OF PERFORMING SERVICES

"SUBRECIPIENT" has requested financial support of the CITY to enable "SUBRECIPIENT" to provide the services contemplated in Section I. The CITY shall have no relationship whatsoever with the services contemplated herein except the provision of financial support and the receipt of reports as provided herein. In any and all events, the services contemplated herein shall be rendered at the time, in the manner and under circumstances determined solely and exclusively by "SUBRECIPIENT," subject only to review by the City of Las Vegas, Neighborhood Services Director or other designee of the Neighborhood Services Director to assure continuing eligibility for PALS funding.

#### C. INDEMNIFICATION

"SUBRECIPIENT" agrees to protect, defend, indemnify and save harmless the CITY from and against any and all liability, damages, claims, suits, liens, and judgments of whatever nature, including but not limited to, claims for contribution and/or indemnification for injuries to or death of any person or persons, caused by, in connection with, or arising out of any activities undertaken pursuant to this Agreement. "SUBRECIPIENT's" obligation to protect, defend, indemnify, and save harmless as set forth in this paragraph, shall include any and all attorneys' fees incurred by the CITY in the defense and/or handling of said suits, demands, judgments, liens, claims and the like and all attorneys' fees and investigation expenses incurred by the CITY in enforcing and/or obtaining compliance with the provisions of this paragraph.

#### D. LIMIT ON ASSIGNMENT OF INTEREST

"SUBRECIPIENT" may not assign any part of its rights in this Agreement without consent of CITY. Any such assignment of rights without consent of CITY shall result in the forfeiture of all compensation, or any part thereof, as determined by CITY.

#### E. ON-SITE MONITORING

Projects and programs funded under this Agreement will be subject to on-site monitoring by duly authorized CITY representatives. Said representatives will be announced, at a minimum, 24 hours in advance of such visits. The representatives may request, and be granted access to records. Representatives may, on occasion, interview Program volunteers and participants who volunteer to be interviewed.

#### F. ACCESS TO RECORDS

At any time during normal business hours, "SUBRECIPIENT'S" records, with respect to matters covered by this Agreement shall be made available for audit, examination, and review by CITY representatives.

#### G. INSURANCE

If "SUBRECIPIENT" uses a vehicle in providing its services, it shall carry or provide a Comprehensive Automobile Liability Insurance covering bodily injury and property damage, with a minimum comprehensive single limit liability of \$1,000,000.00.

The CITY shall be named as an additional insured in all policies of insurance obtained pursuant to this Agreement. The CITY shall be furnished evidence that the foregoing insurance coverage(s) are in effect, and the CITY shall be notified at least thirty (30) days prior to the cancellation or material change of any such coverage.

#### **III. OTHER GENERAL CONDITIONS**

#### A. RELIGIOUS ACTIVITIES

As a general rule, in accordance with First Amendment Church/State Principles, PALS assistance may not be used for religious activities or provided to primarily religious entities for any activities, including secular activities.

#### B. POLITICAL ACTIVITIES

"SUBRECIPIENT" will comply with this section, which prohibits the use of PALS funds to finance the use of facilities or equipment for political purposes or to engage in other partisan political activities, such as candidate forums, voter transportation, or voter registration.

#### C. PROGRAM INCOME

"SUBRECIPIENT" agrees that program income, includes, but is not limited to, the following:

- 1. Proceeds from the disposition by sale or long-term lease of real property purchased or improved with PALS funds;
- 2. Proceeds from the disposition of equipment purchased with PALS funds:
- Gross income from the use or rental of real or personal property acquired by "SUBRECIPIENT" with PALS funds, less costs incidental to generation of the income;
- 4. Gross income from the use or rental of real property, owned by "SUBRECIPIENT," that was constructed or improved with PALS funds, less costs incidental to generation of the income; and
- 5. Interest earned on program income pending its disposition.

#### D. DISPOSITION OF PROGRAM INCOME

Income from the Project may be retained by "SUBRECIPIENT" provided that written notification is given to the Neighborhood Services Director and that the income is to be used for the exclusive benefit of the Program.

#### E. EXPIRATION OR REVOCATION OF AGREEMENT

Upon the expiration or revocation of this Agreement, "SUBRECIPIENT" shall transfer to CITY any PALS funds on hand at the time of expiration or revocation and any accounts receivable attributable to the use of PALS funds.

#### IV. FINANCIAL MANAGEMENT

#### A. REIMBURSEMENT

The CITY shall reimburse the "SUBRECIPIENT" only for expenses paid or incurred as outlined in Exhibit A, provided the expenditures are made after the Project's start date and before the completion date as indicated in Section I.D. Subject to the approval of the CITY, the CITY may make direct payment to vendors, using a procurement credit car "P-Card" for purchases less than \$1,000 or a Direct Payment Request "DPR" for purchases greater than \$1,000, in the event "SUBRECIPIENT" does not have sufficient funds to utilize reimbursement process.

#### B. DOCUMENTATION OF COSTS

Project Progress Report shall be submitted by the "SUBRECIPIENT" with Supporting Documentation form to the CITY. All costs submitted to CITY for reimbursement or vendor payment shall be recorded by budget line-items and be supported by properly executed time records, invoices, contracts, or vouchers, or other official documentation evidencing in proper detail the nature and propriety of the charge. All checks, invoices, contracts, and vouchers, orders or other accounting documents pertaining in whole or in part to the Agreements, shall be thoroughly identified and readily accessible.

#### C. FINANCIAL RECORDKEEPING

Financial records pertaining to all invoices, materials, payrolls, personnel records, and other data concerning matters related to or arguably related to this Agreement may be requested from "SUBRECIPIENT" by duly authorized CITY representatives.

#### D. RECORDS

Program records shall be maintained in accordance with CITY requirements with respect to all matters covered by this Agreement. Such records shall be maintained for a period of four years after the term of this Agreement expires (a five year retention period).

#### E. PROGRAM BUDGET

Invoice expenditures eligible for payment by the CITY will be in accordance with the Project budget delineated in Exhibit "A" and subject to any conditions imposed in the Scope of Services, to include monthly reports and narratives when seeking reimbursement from the City for Project costs. "SUBRECIPIENT" shall not make any changes in the Project budget unless permission is obtained in writing from the CITY.

#### F. METHOD OF PAYMENT

The CITY shall reimburse valid invoices for approved Project budget expenditures identified in Exhibit "A" of this Agreement. Before paying such expenses, the CITY will review invoice expenditures to determine their consistency with the approved eligible expenditures, the scope of services, pursuant to this Agreement. The CITY reserves the right to refuse reimbursement for expenses, which are PALS-ineligible or which are not within the scope of this Agreement. Reimbursement requests shall include reports and narratives as detailed in "Scope of Services" section of this Agreement.

#### G. UNEXPENDED FUNDS

In the event that CITY staff anticipates the total amount of funds allocated for this Agreement will not be expended in the time and manner prescribed in this Agreement, the CITY reserves the right to that portion for other Projects/programs operating under the CITY's PALS Program. An extension of an **June 1, 2007** deadline may be authorized in writing by the CITY Neighborhood Services Director or other designee of the Neighborhood Services Director.

#### H. ACCOUNTING METHODS

Expenditures charged to CITY fiscal year **2006-2007** PALS funds will be accounted for in a ledger separate from all other revenue sources. These records shall be maintained by "SUBRECIPIENT."

# I. NON-EXPENDABLE PERSONAL PROPERTY, DEPRECIATION SCHEDULES, AND DISPOSITION OF PROPERTY

- 1) Non-expendable personal property will be defined as any property either tangible or intangible other than real property as defined herein which has a unit acquisition cost of \$1000 or more and a useful life of more than one year.
- 2) Organization purchasing or receiving non-expendable personal property as part of their project will give CITY rights to the non-expendable personal property for three years from the date of purchase. Should the organization be dissolved or should the non-expendable personal property not be used in accordance with the grant agreement, CITY will have the right to reappropriate the non-expendable personal property. Examples of non-expendable personal property are vehicles and computer equipment. If said property is a vehicle, the City shall be named as a lien-holder on the title.

#### V. MODIFICATION OR TERMINATION OF AGREEMENT

#### A. AMENDMENT OR REVISION REQUIRED BY CITY

"SUBRECIPIENT" and the CITY hereby agree to amend or otherwise revise this Agreement should such modification be required by CITY and/or any applicable federal statutes or regulations.

#### B. **TERMINATION**

If "SUBRECIPIENT" fails to fulfill in a timely and proper manner its obligation under this Agreement or shall violate any of the covenants, agreements or stipulations of this Agreement, the CITY shall thereupon have the right to suspend or terminate this Agreement and specify the effective date thereof. Such notice shall be given no less than ten (10) days before the effective date of such termination and sent to "SUBRECIPIENT" at 6350 Hyde Avenue, Las Vegas, NV 89107.

#### C. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Each and every provision of law and clause required by law to be inserted in this Agreement will be deemed to be inserted herein, and this Agreement shall be read and enforced as though it were included herein and if through mistake or otherwise any such provisions not inserted, or is not correctly inserted, then upon the application of either party this Agreement shall forthwith be physically amended to make such insertion.

IN WITNESS WHEREOF, this Agreement has been executed by duly authorized representatives of each party the day and year first above written.

**CITY OF LAS VEGAS** 

O.K. Adcock Elementary School, "SUBRECIPIENT"

Stephen Director Helen Carlson, SCHOOL PROJECT L

ATTEST:

ATTEST:

BARBARA JOMONEMUS. CITY CLERK By: Beverly K. Bridges

Chief Deputy City Clerk

COUNCIL ACTION:

10 July 18, 2004

# Exhibit "A"

- 5. Empower parents to be partners with the school to help their children succeed in school.
- **K.** Explain the school, student or family need this project will address: 200 of the 600 students at Adcock come from families where Spanish is the primary language spoken at home. These parents have limited participation at school events.
- L. How will this project increase parent participation in your school? This project will inform parents about the school expectations for their children, build their comfort level, and increase their trust in the school. These parents will learn academic behaviors through the planned activities. They will model and share with other parents and increase parent involvement. A lending library will be created of CD's, tapes, and books, for parents to borrow and use for helping their children.
- M. How will your school sustain this parent involvement after the project has been completed? Spanish speaking parents will become the member volunteers who organize their topics of interest for future meetings. Funds from School Gererated Funds (school fundraisers) will help finance the project.

# N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed):

needed	Commence of the second	Cost per	Purpose	Total
Item	Quantity	item	Purpose	Cost
Food	10	\$30	Snacks for each session	\$300
Paper	2 cases	\$20	Handouts	\$40
Food	1	\$75	Math Cooking Lessons	\$75
paper goods	10	\$10	Serving Snacks/Cooking	\$100
barbeque	1	\$400	Welcoming/closing event	\$400
Catering	2 meals	\$100	Traditional food to draw families together for 2 sessions	\$100
Videos	10	\$20	ELL family resources	\$200
CD's	10	\$20	ELL family Resources	\$200
Books	10	\$20	ELL family resources	\$200
Kits	5	\$50	Ell family resources	\$250

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	Total	<del>-\$2000</del>

# O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

Activity	Number of yolunteers	Number of hours	Number of times per year	Total hours for this activity
Welcoming Spanish Speaking Families	2	4	10	80

- 5. Learn how parents can create a partnership with the school to help children at home and at school.
- **K.** Explain the school, student or family need this project will address: This project will help to make parents aware of the subjects taught in school and show them the grade-level expectations. Nights such as the Reading, Math, or Technology will be organized for families with hands-on activities. Parents will receive handouts on other resources, websites, and additional activities on how to help their child at home. Some nights like the Chili Salsa Cook-Off or the Picnic in the Park will be social events where parents can share and meet each other and their children's friends.
- L. How will this project increase parent participation in your school? Parents will learn to value education. They will become aware of the expectation of school and of their child's future. They will learn how to help their children learn and study at home. These events will bring parents together as a community. They will meet and learn that they have things in common with others in their school community. Reading nights will further support the Nevada Reading Week and the Accelerated Reader alredy in place.
- M. How will your school sustain this parent involvement after the project has been completed? Being involved and being invited to a number of diverse activities will encourage parent involvement. Some of the volunteers will be encouraged to join school committees to help organize events for the future. School Generated Funds (school fundraiser) will help finance the project.

#### N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed):

Item	Quantity	Cost per item	Purpose	Total Cost
Paper	10 cases	\$20	Handouts and activities	\$200
Cups	1 case	\$8	Science Experiment	\$8
Paper Clips	1 case	\$10	Science Experiment	\$10
Stir Sticks	1 box	\$6	Science Experiment	\$6_
3 oz. cups	4 rolls	\$12	Chili-Salsa Night	\$36
Napkins	17 Pkgs	\$2	8 events	\$34
Trees	2	\$51	Earth/Arbor Day	\$100
postcards/printing	600	.50	Welcome Back to School	\$300

Paper Towels	2 cases	\$9	Science Night	\$18
ribbons	2 units	\$70	Science fair	\$140
Equate Math Game, Jr.	\$100	3	Math Night	\$300
Books	250	\$2	Reading Nights	\$500
Costumes	6	\$10	Reading Night Readers	\$60
postage	600	.38	Welcome Back to School	\$228
plants	12	\$5	Earth/Arbor	\$60
		*	Total	\$2000

# O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

Activity	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
Oct. Reading and Technology Night	2	4	1	8
Jan. Math/Science Night	8	7	1	56
Feb. Spelling Bee	6	2	1	12
Mar. Reading Week Family Night	6	2	1	12

- K. Explain the school, student or family need this project will address: Students need recognition. It encourages all students to do better by watching their peers as an example. By participating in these projects they will gain selfconfidence and better prepare themselves for their future careers by learning how to do displays and presentations. They feel important and appreciated for their efforts when they receive recognition in front of their peers and parents. This project will also prepare all students for their future by exposing them to technology presentations, oral presentation, and creating visual displays.
- L. How will this project increase parent participation in your school? These events will encourage parents, famlies, and neighbors to come to school and see the work/honors that their child has received. Parents are more likely to come to school events if their children are involved. The variety of these activities will appeal at a majority of the school's students. Excellent displays and performances will encourage interest and future participation. These displays are examples of projects they will create in the future when they are persuing their career.
- M. How will your school sustain this parent involvement after the project has been completed? Events will be planned with parent volunteers who will help build partnerships within the community. Parents volunteers will feel more comfortable to offer their help and be members on school committees. School Generated Funds (school fundraisers) will help finance the project.

#### N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed): Item	Quantity	Cost per item	Purpose	Total Cost
Certificates	6 pkgs	\$35	Academic/Attendance Awards	\$210
Play	1	\$246	Winter Musical	\$246
Pizza	60	\$6	DARE Graduation/Honors Chorus/Accelerated Reader	\$360
Cake	4	\$25	DARE Graduation/Honors Chorus	\$100
Soda	24 pkgs	\$4	DARE Graduation/Honors Chorus	\$96
costume rental	10	\$15	Winter Musical	\$150
paper items	2 events	\$15	DARE Graduation/Honor's Chorus	\$30
ice cream	2 event	\$30	Accelerated Reader/Summer Reading Program	\$60

colored paper	4 reams	\$10	Evening at the Arts/ Winter Program	\$40
Borders gift certificates	5	\$10	Reading Week Awards	\$50
McDonalds	100	\$3	Accelerated Reader Award	\$300
test	1	\$210	Accelerated Reader renewal	\$210
	I.	<u>,</u>	Total	\$1852

# O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

Activity	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
Native American Expo	2	2	1	4
Kids Voting	6	2	1	12
Black History Live	2	8	1	16
Science Fair	2	2	1	4

students who participate in the activities will be establishing habits that will last them throughout their life. Our enthuiastic student participants will encourage their families to do what they learn at school. It is expected that these familybased activities will have an impact on our community.

- **L.** How will this project increase parent participation in your school? Parents will come and cheer on their children and their children's friends. Parents who attend will be more willing to participate in future fitness runs, Jumprope for Heart, or Field Day.
- M. How will your school sustain this parent involvement after the project has been completed? The event success will encourage follow-up participation. Equipment obtained will allow for future events. Students will also use the equipment throughout the school year during classes. Students who enjoy participating in the events will encourage their parents to come and be spectators. It is expected that some parent volunteers will help organize future events. School Generated Funds (school fundraiser) will help finance the project.

#### N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed):

Item	Quantity	Cost per item	Purpose	Total Cost
ribbons	1 unit	\$70	field day	\$70
cooler water	1	\$100	Water for events	\$100
water	20	\$8	Water for events	\$160
Jr. Floor Hockey	1	\$84	Family Fitness Night	\$84
Adult floor hockey	1	\$132	Family Fitness Night	\$132
Space Stations	3	\$42	Family Fitness Night	\$126
Fruit/Veggie Bean Bag GAme	1	\$16	Family Fitness Night/Class	\$16
Potato Sacks	1 set	\$21	Family Fitness Night/Field Day	\$21
8" Jumprope	25	\$1	Family Fitness Night/Jumprope For Heart/Field Day	\$25
16"	5	\$3	Family Fitness Night/Jumprope	\$15

Jumpropes			For Heart/Field Day	
Balls	60	\$4	Family Fitness Night/Class/Field Day	\$240
Lg. Tubs	8	\$6	Field Day	\$48
Wading pool	4	\$12	Field Day	\$48
40" cage ball	1	\$67	Field Day/Family Fitness Night	\$67
Pumpkins	25	\$5	Nevada Day Fitness Run Prizes	\$125
bracelets	5	\$10	Peace Run/Plymouth Rock Run	\$50
snacks	1 event	\$100	Family Fitness Night	\$100
cups	3 units	\$12	Fitness runs/Family Night/Field Day	\$36
Gateraide	60 units	\$7		\$420
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				-
			Total	\$1883

# O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

Activity	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
Fitness Runs	4	4	4	64
Family Fitness Night	8	4	1	32
Field Day	12	3	1	36
Jumprope for Heart	5	2	5 days	50
•				

# Exhibit "B"

# **Section 1: Identifying Information**

School:		
Project Name:		
Reporting Period:	Start Date:	End Date:
Person Preparing Report:		
Phone Number:		
goals (described in the	ct accomplishment contract and Gra	s for this month. Identify which project ant Application) the organization has ern, project successes, and any other
		Revised 2/2005

# City of Las Vegas PALS Grant Project Evaluation

Name of School:
Project Name:
Start Date: End Date:
Is this project ongoing?
Person Preparing Report:  Title:  Phone number:  Number of participating parents:  Number of participating staff:
Project Evaluation  Describe your project and its accomplishments:

How were parents involved in the planning and implement	ration of this project?
How did this project accomplish the goals outlined in your	grant application?
	and the second s
Vere there any areas of concerns during the planning and	implementation of
his project?	
☐ Yes ☐ No	
low did your planning team work together to address thes	e concerns?
arent Involvement	
o you feel this project helped to recruit more active parer	rts in your school?
☐ Yes ☐ No	
Why?	
	·
ow will your school sustain and/or increase this level of par	ent involvement?

# City of Las Vegas PALS Volunteer Hour Log

School Name:				
Project Title:				
Date	Volunteer's Name Activities Performed	Time In	lime lotal	Total
				;
		-		

# Parents As Learning Support Agreement Between the City Of Las Vegas and Doris Hancock Elementary School

THIS AGREEMENT, made and entered into this 19th day of October, 2006 by and between the CITY OF LAS VEGAS, a municipal corporation of the State of Nevada, hereinafter referred to as "CITY", and Doris Hancock Elementary School, a Clark County School District elementary school duly organized under the laws of the State of Nevada, hereinafter referred to as "SUBRECIPIENT," whose primary mailing address at the date of execution is 1661 Lindell Road, Las Vegas, NV 89146.

#### WITNESSETH

WHEREAS, the CITY has allocated funds for the Parents As Learning Support program, hereinafter referred to as "PALS"; and

WHEREAS, the CITY is responsible for planning, administering, implementing, and evaluating the PALS program to ensure that it conforms to the PALS Program Guidelines and Las Vegas City Council goals; and

WHEREAS, CITY, as Grantor, wishes to engage "SUBRECIPIENT" to assist the CITY in utilizing such funds by providing services to meet the PALS Program's objectives, as follows:

- To assist school staff and administrators with establishing parents and school staff as partners in defining and addressing student needs
- To assist schools with identifying unengaged parents and developing strategies for involving them in school activities
- To improve student achievement
- To involve parents in a variety of functions/roles in the school
- To create a support system of families, school staff and community leaders who take responsibility for the safety and well-being of all students attending their school

NOW, THEREFORE, it is agreed between the parties hereto that;

# I. SCOPE OF SERVICE

#### A. ACTIVITIES

"SUBRECIPIENT" will be responsible for administering FY2006-2007 PALS-funded programs known as <a href="Hawks Community Garden (Learning by Growing">Hawks Community Garden (Learning by Growing)</a>, Smart Hawk Programs, <a href="Hawk Connections and Healthy Hawks">Hawks</a> that provide activities eligible under the Parents As Learning Support Program as cited in the Scope of Services I.B.1, hereinafter referred to as "Program." It is expressly agreed and understood that the total amount to be provided by the CITY under this Agreement shall not exceed \$5,500.00 in PALS funds to be allocated in accordance with the Program Budgets as detailed in Exhibit "A," attached. "SUBRECIPIENT" hereby agrees to utilize said PALS funds made available pursuant to this Agreement to supplement rather than supplant funds otherwise available.

#### B. PROGRAM DESCRIPTION

1. Scope of Services to be Provided

#### Purpose of Services:

Funding will be used to plan and implement school based projects to increase parent involvement in school activities and increase communication between parents and school staff.

#### Tasks to be Performed:

- Hawks Community Garden (Learning by Growing) Expand the school's community garden to include more vegetables, a flower and a butterfly garden
- Smart Hawk Programs Host after school clubs, family nights and school events to encourage student achievement
- Hawk Connections Create bulleting boards to display students' work and post messages for parents, and update the schools website
- Healthy Hawks Create a mural of the United States to be used a s a part of the student and parent walking club

#### Level of Service to be Provided:

Projects will increase the number of parent volunteers and provide parents with an active role in their student's education and development.

# Measurable Goals for Grant period:

- Number of parent volunteers
- Number of participating parents

"SUBRECIPIENT" hereby agrees to meet the goals as stated above, to the greatest extent feasible, in order to ensure the success of the Program.

2. The "SUBRECIPIENT" hereby appoints the following representative to attend any meetings of the neighborhood organization in partnership with the City of Las Vegas, Neighborhood Services Department:

**Susan Waters, School Project Team Leader**, or a designee chosen at the discretion of SUBRECIPIENT.

#### C. Program Reporting

"SUBRECIPIENT" will be required to collect for and provide to the CITY Program accomplishments and usage records beginning **October 18, 2006** or the date first written above, until **June 1, 2007**, unless this Agreement is modified at the express consent of the CITY and "SUBRECIPIENT." "SUBRECIPIENT" shall submit, on a monthly basis, and on occasion upon request of the CITY, a Monthly Progress Report, Project Evaluation Reports and Volunteer Hour Logs, the forms for which are attached as Exhibit "B". These reports shall accompany each request for expenditure or reimbursement of funds. Failure to submit said reports in a timely manner may delay purchases or reimbursement to "SUBRECIPIENT" for grant-eligible Program expense. Records and reports shall contain, but not be limited to, the following data:

- Statement of Program goals cited in "SUBRECIPIENT" application and measurable accomplishments toward achieving said goals through reporting date of said report.
- 2) Whenever applicable, written narrative of activities. Written narrative and description of services shall be included in each monthly report.
- 3) Volunteer Hour Logs should be submitted with copies of written materials which document the expenditure of the donated good(s), which are reported. This documentation will include: letters from professionals, identifying the donation they have made and its value, vendor receipts for donated goods or receipts for expenditures paid by funds raised by the "SUBRECIPIENT".
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- 5) The "SUBRECIPIENT" shall provide a final, brief, written report that summarizes the Project's successes and lessons learned.

These reports will be forwarded to the City of Las Vegas Neighborhood Services Department, ATTN: Neighborhood Initiatives Division. CITY will monitor the performance of "SUBRECIPIENT" against goals and performance standards required herein. Substandard performance as determined by CITY will constitute non-compliance with this Agreement.

If action to correct such substandard performance is not taken by "SUBRECIPIENT" within a reasonable period of time after being notified by CITY, contract suspension or termination procedures will be initiated.

#### D. TIME OF PERFORMANCE

This Agreement provides for PALS funding of "SUBRECIPIENT" program rendered in accordance with this Agreement from October 18, 2006, or the date first written above, through June 1, 2007. The CITY shall bear no liability to fund or provide payment for "SUBRECIPIENT" program services in the event that no PALS grant award funds are received during fiscal year 2006-2007. Furthermore, the CITY shall be liable only for payment proportional to the extent that PALS grant award funds are appropriated and allocated by the CITY. "SUBRECIPIENT" program expenses incurred after October 18, 2006, but prior to execution of this Agreement will not be reimbursed.

#### **II. CITY GENERAL CONDITIONS**

#### A. COMPLIANCE WITH OTHER APPLICABLE STATUTES AND REGULATIONS

"SUBRECIPIENT" shall obtain any and all Federal, State, and Local permits and licenses required to execute the Project or Program as described in the Agreement's Scope of Services. "SUBRECIPIENT" further agrees to abide by all applicable Federal, State, and Local codes, regulations, statutes, ordinances, and laws.

#### B. SUBRECIPIENT RETAINS EXCLUSIVE RIGHT OF PERFORMING SERVICES

"SUBRECIPIENT" has requested financial support of the CITY to enable "SUBRECIPIENT" to provide the services contemplated in Section I. The CITY shall have no relationship whatsoever with the services contemplated herein except the provision of financial support and the receipt of reports as provided herein. In any and all events, the services contemplated herein shall be rendered at the time, in the manner and under circumstances determined solely and exclusively by "SUBRECIPIENT," subject only to review by the City of Las Vegas, Neighborhood Services Director or other designee of the Neighborhood Services Director to assure continuing eligibility for PALS funding.

#### C. INDEMNIFICATION

"SUBRECIPIENT" agrees to protect, defend, indemnify and save harmless the CITY from and against any and all liability, damages, claims, suits, liens, and judgments of whatever nature, including but not limited to, claims for contribution and/or indemnification for injuries to or death of any person or persons, caused by, in connection with, or arising out of any activities undertaken pursuant to this Agreement. "SUBRECIPIENT's" obligation to protect, defend, indemnify, and save harmless as set forth in this paragraph, shall include any and all attorneys' fees incurred by the CITY in the defense and/or handling of said suits, demands, judgments, liens, claims and the like and all attorneys' fees and investigation expenses incurred by the CITY in enforcing and/or obtaining compliance with the provisions of this paragraph.

#### D. LIMIT ON ASSIGNMENT OF INTEREST

"SUBRECIPIENT" may not assign any part of its rights in this Agreement without consent of CITY. Any such assignment of rights without consent of CITY shall result in the forfeiture of all compensation, or any part thereof, as determined by CITY.

#### E. ON-SITE MONITORING

Projects and programs funded under this Agreement will be subject to on-site monitoring by duly authorized CITY representatives. Said representatives will be announced, at a minimum, 24 hours in advance of such visits. The representatives may request, and be granted access to records. Representatives may, on occasion, interview Program volunteers and participants who volunteer to be interviewed.

#### F. ACCESS TO RECORDS

At any time during normal business hours, "SUBRECIPIENT'S" records, with respect to matters covered by this Agreement shall be made available for audit, examination, and review by CITY representatives.

#### G. INSURANCE

If "SUBRECIPIENT" uses a vehicle in providing its services, it shall carry or provide a Comprehensive Automobile Liability Insurance covering bodily injury and property damage, with a minimum comprehensive single limit liability of \$1,000,000.00.

The CITY shall be named as an additional insured in all policies of insurance obtained pursuant to this Agreement. The CITY shall be furnished evidence that the foregoing insurance coverage(s) are in effect, and the CITY shall be notified at least thirty (30) days prior to the cancellation or material change of any such coverage.

#### **III. OTHER GENERAL CONDITIONS**

#### A. RELIGIOUS ACTIVITIES

As a general rule, in accordance with First Amendment Church/State Principles, PALS assistance may not be used for religious activities or provided to primarily religious entities for any activities, including secular activities.

#### B. POLITICAL ACTIVITIES

"SUBRECIPIENT" will comply with this section, which prohibits the use of PALS funds to finance the use of facilities or equipment for political purposes or to engage in other partisan political activities, such as candidate forums, voter transportation, or voter registration.

#### C. PROGRAM INCOME

"SUBRECIPIENT" agrees that program income, includes, but is not limited to, the following:

- 1. Proceeds from the disposition by sale or long-term lease of real property purchased or improved with PALS funds;
- 2. Proceeds from the disposition of equipment purchased with PALS funds:
- Gross income from the use or rental of real or personal property acquired by "SUBRECIPIENT" with PALS funds, less costs incidental to generation of the income;
- 4. Gross income from the use or rental of real property, owned by "SUBRECIPIENT," that was constructed or improved with PALS funds, less costs incidental to generation of the income; and
- 5. Interest earned on program income pending its disposition.

#### D. DISPOSITION OF PROGRAM INCOME

Income from the Project may be retained by "SUBRECIPIENT" provided that written notification is given to the Neighborhood Services Director and that the income is to be used for the exclusive benefit of the Program.

#### E. EXPIRATION OR REVOCATION OF AGREEMENT

Upon the expiration or revocation of this Agreement, "SUBRECIPIENT" shall transfer to CITY any PALS funds on hand at the time of expiration or revocation and any accounts receivable attributable to the use of PALS funds

#### IV. FINANCIAL MANAGEMENT

#### A. REIMBURSEMENT

The CITY shall reimburse the "SUBRECIPIENT" only for expenses paid or incurred as outlined in Exhibit A, provided the expenditures are made after the Project's start date and before the completion date as indicated in Section I.D. Subject to the approval of the CITY, the CITY may make direct payment to vendors, using a procurement credit car "P-Card" for purchases less than \$1,000 or a Direct Payment Request "DPR" for purchases greater than \$1,000, in the event "SUBRECIPIENT" does not have sufficient funds to utilize reimbursement process.

#### B. DOCUMENTATION OF COSTS

Project Progress Report shall be submitted by the "SUBRECIPIENT" with Supporting Documentation form to the CITY. All costs submitted to CITY for reimbursement or vendor payment shall be recorded by budget line-items and be supported by properly executed time records, invoices, contracts, or vouchers, or other official documentation evidencing in proper detail the nature and propriety of the charge. All checks, invoices, contracts, and vouchers, orders or other accounting documents pertaining in whole or in part to the Agreements, shall be thoroughly identified and readily accessible.

#### C. FINANCIAL RECORDKEEPING

Financial records pertaining to all invoices, materials, payrolls, personnel records, and other data concerning matters related to or arguably related to this Agreement may be requested from "SUBRECIPIENT" by duly authorized CITY representatives.

#### D. RECORDS

Program records shall be maintained in accordance with CITY requirements with respect to all matters covered by this Agreement. Such records shall be maintained for a period of four years after the term of this Agreement expires (a five year retention period).

#### E. PROGRAM BUDGET

Invoice expenditures eligible for payment by the CITY will be in accordance with the Project budget delineated in Exhibit "A" and subject to any conditions imposed in the Scope of Services, to include monthly reports and narratives when seeking reimbursement from the City for Project costs. "SUBRECIPIENT" shall not make any changes in the Project budget unless permission is obtained in writing from the CITY.

#### F. METHOD OF PAYMENT

The CITY shall reimburse valid invoices for approved Project budget expenditures identified in Exhibit "A" of this Agreement. Before paying such expenses, the CITY will review invoice expenditures to determine their consistency with the approved eligible expenditures, the scope of services, pursuant to this Agreement. The CITY reserves the right to refuse reimbursement for expenses, which are PALS-ineligible or which are not within the scope of this Agreement. Reimbursement requests shall include reports and narratives as detailed in "Scope of Services" section of this Agreement.

#### G. UNEXPENDED FUNDS

In the event that CITY staff anticipates the total amount of funds allocated for this Agreement will not be expended in the time and manner prescribed in this Agreement, the CITY reserves the right to that portion for other Projects/programs operating under the CITY's PALS Program. An extension of an **June 1, 2007** deadline may be authorized in writing by the CITY Neighborhood Services Director or other designee of the Neighborhood Services Director.

#### H. ACCOUNTING METHODS

Expenditures charged to CITY fiscal year **2006-2007** PALS funds will be accounted for in a ledger separate from all other revenue sources. These records shall be maintained by "SUBRECIPIENT."

# I. NON-EXPENDABLE PERSONAL PROPERTY, DEPRECIATION SCHEDULES, AND DISPOSITION OF PROPERTY

- Non-expendable personal property will be defined as any property either tangible or intangible other than real property as defined herein which has a unit acquisition cost of \$1000 or more and a useful life of more than one year.
- 2) Organization purchasing or receiving non-expendable personal property as part of their project will give CITY rights to the non-expendable personal property for three years from the date of purchase. Should the organization be dissolved or should the non-expendable personal property not be used in accordance with the grant agreement, CITY will have the right to reappropriate the non-expendable personal property. Examples of non-expendable personal property are vehicles and computer equipment. If said property is a vehicle, the City shall be named as a lien-holder on the title.

#### V. MODIFICATION OR TERMINATION OF AGREEMENT

#### A. AMENDMENT OR REVISION REQUIRED BY CITY

"SUBRECIPIENT" and the CITY hereby agree to amend or otherwise revise this Agreement should such modification be required by CITY and/or any applicable federal statutes or regulations.

#### B. TERMINATION

If "SUBRECIPIENT" fails to fulfill in a timely and proper manner its obligation under this Agreement or shall violate any of the covenants, agreements or stipulations of this Agreement, the CITY shall thereupon have the right to suspend or terminate this Agreement and specify the effective date thereof. Such notice shall be given no less than ten (10) days before the effective date of such termination and sent to "SUBRECIPIENT" at 1661 Lindell Road, Las Vegas, NV 89146.

#### C. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Each and every provision of law and clause required by law to be inserted in this Agreement will be deemed to be inserted herein, and this Agreement shall be read and enforced as though it were included herein and if through mistake or otherwise any such provisions not inserted, or is not correctly inserted, then upon the application of either party this Agreement shall forthwith be physically amended to make such insertion.

IN WITNESS WHEREOF, this Agreement has been executed by duly authorized representatives of each party the day and year first above written.

CITY OF LAS VEGAS

Doris Hancock Elementary School, "SUBRECIPIENT"

Stephen Harsin, Director

Doris Hancock Elementary School, "SUBRECIPIENT"

Susan Waters, SCHOOL PROJECT LEADER

ATTEST:

ATTEST:

BARBARA JO RONEMUS, CITY ØLERK By: Beverly K. Bridges Chief Deputy City Clerk

COUNCIL ACTION: UCTOBEY 18, 2006

APPROVED AS TO FORM: Q. Panhallo 10/18/04

# Exhibit "A"

informed and welcomed allows the parent to "relax" and enjoy our school, and that will allow them to open themselves to involvement and commitment with the teachers, students and staff. Once the boards are purchased through the grant proposal, maintaining the communication is completely sustainable.

# N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needec			Julichasea (amach adamena sheeta	
ltem ::	Quantity	Cost per Item	Purpose	Total ; Cost :
Message Board	2	700.00	Provide access to information in several locations around the school	1400.00
Letter Sets	2	60.00	Lettering sets for message boards	120.00
paper	8 cases	31.25	For printing newspaper	250.00

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	Total	1.770.00
	Total	1,//U.UU

# O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

prairing arrestings	<del>-</del>			
*Activity	. Number of volunteers	Number of hours	Number of times per year.	Total hours for this activity
Planning/implementation	4	5	2	40
Maintaining boards	3	2	36	216
Producing Website	2	20	1	40
Maintaining Website	1	1.5	10	15
Producing Newspaper	8	5	4	160
			·	

goals. It will continue to be integrated with other componenets of this proposal through the garden project, parent communication and incentive programs. The Healthy Hawk cookbook will become an annual fundraiser to help support the program.

# N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as needed):

<u> </u>				
Item	Quantity	Cost per item	Ригрозе	Total Cost
paint	12 gal.	15.00	creation of mural of US states	180.00
brushes/rollers	14	5.00	creation of mural	70.00
Incentives and awards (adult and student participants)	150 doz.	2.00 per doz.	pencils, wrist bands, certificates, pins as incentives for the program	300.00
T-shirts	150	3.00	participant T-shirts	450.00
				···

	 	 V Cd-34-34		
 	 	 ······································		
			Iotal	1,000.00

### O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

Activity	Number of volunteers		Number of times per year	Total hours for this activity
Planning and iplementation	4	5	2	40
creating/painting mural	10	6	1	60
maintianing incentives	2	1.5	36	108
creating cookbook	6	15	1	90

- L. How will this project increase parent participation in your school? The community garden projects provide non-traditional ways for parents to become involved at school. They can commit to a time and task that is compatible with their schedule and interests. The gardens projects provide opportunities for planning, construction, donation and volunteer recruitment, planting and growing, and advising through community service.
- M. How will your school sustain this parent involvement after the project has been completed? The project will be integrated with other proposals, including the Healthy Hawks fitness project. Gardens change with each season, and student and parent involvement will be on-going. Grade levels will focus on specific learning within the gardens and continue to recruit parents after the grant is complete. The PAL planning committee will continue after the project ends and will plan for sustainability of all projects

#### N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as needed):

<i>1)</i> .	ia British Children and Children and Children	12/14/20/20/20/20/20/20/20/20/20/20/20/20/20/	
Quantity	Cost per Item	Purpôse	Total Cost
25 5 gal.	15.00	sensory garden learning lab	375.00
25 1 gal.	4.00	community garden learning lab	100.00
4	100.00	community garden learning lab	400.00
2 doz.	5.00	learning lab - safety	120.00
-			
			1-2-3
	Quantity 25 5 gal. 25 1 gal. 4	Quantity     Cost per lifem       25 5 gal.     15.00       25 1 gal.     4.00       4     100.00	Quantity Cost per item Purpose  25 5 gal. 15.00 sensory garden learning lab  25 1 gal. 4.00 community garden learning lab  4 100.00 community garden learning lab

		T	
			<u> </u>
	· · · · · · · · · · · · · · · · · · ·		
		Total	995.00

### O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

Activity	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
Planning and implementation	3	10	3	90
Raised bed construction	4	8	1	32
planting	6	12	2	144

I.	How often will this project take place?	
	Once Bi-Monthly Once a month Every Week	☐ Bi-weekly
	Every Day As Needed Not Applicable	

### J. Project goals:

- 1. Increased academic achievement through: Decreased absences
- 2. Increase parental time spent with their children in activities which support academic success
- 3. Giving children something else to do with their "down" time other than eating, watching television and playing video games.
- 4. Increase our parents' awareness of the importance of attending school everyday and the joy of watching their children learn something new.
- 5. Allowing our families to expect that our school is a community school, willing to work, help and instruct.
- **K.** Explain the school, student or family need this project will address: The project will address the need to increase parent involvement and to gain awareness of the crucial part that parents can play instilling activities and habits which support student achievement.
- L. How will this project increase parent participation in your school? Parent participation will increase with this project because it will give parents opportunities to see what their children are learning in and after school. It will provide parents with skills and an understanding of the importance of a good partnership with the schools. It will reward them not only with that satisfaction, but with the cumulative points rewards as well.
- M. How will your school sustain this parent involvement after the project has been completed? The components of this grant will be sustained through the commbined efforts of school staff and PTA. Fundraisers and/or PTA budget will be designated for future needs.

### N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as needed):

. Item	Quantity	Cost per item	Purpose	Total: Cost
Family night supplies/incentives	varied	varied	100.00 per night desigated for games, craft and make and take project supplies	500.00
Family night refreshments	varied	varied	120.00 per night designated for	600.00

		refreshments to be served during family night activities
Attendance incentives	varied	popcorn parties, trophies, bumperstickers, pencils 900.00
7.7.78.10		
2 Valuntaar Mata		Total \$2,000,00

### O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

# Exhibit "B"

# **Section 1: Identifying Information**

School:		
Project Name:		
Reporting Period:	Start Date:	End Date:
Person Preparing Report:		
Phone Number:		
goals (described in the c	contract and Gra	ts for this month. Identify which project ant Application) the organization has ern, project successes, and any other

# City of Las Vegas PALS Grant Project Evaluation

Name of School:
Project Name:
Start Date: End Date:
Is this project ongoing?
Person Preparing Report:
Title:
Phone number:
Number of participating parents:  Number of participating staff:
Project Evaluation  Describe your project and its accomplishments:

How were p	arents involved ir	n the planning	and impleme	entation of th	is project?
low did this	project accomp	lish the goals	outlined in yo	ur grant appl	ication?_
			962		
		and the second			
	4 (A)				
	and the second		<u> </u>		
Vere there o	any areas of cond	cerns during th	ne planning a	nd implemer	tation of
his project?			:		
☐ Yes	□N	0			
low did you	rplanning team v	work together	to address th	iese concern	
arent Inv	olvement				
o you feel t	his project helped	d to recruit mo	ore active pa	rents in your s	chool?
Yes		O			
Mhy? _					
		/ i.e	. Hain lavval af :	anantia cata	, m, a, n + 2
ow will your	school sustain ar	na/or increase	e inis ievei of p	oarent involve	emenie

# City of Las Vegas PALS Volunteer Hour Log

School Name:	ıme:			
Project Title:	e:			
Date	Volunteer's Name	Activities Performed	Time In Time	Time Total
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				-

### Parents As Learning Support Agreement Between the City Of Las Vegas and Herbert Derfelt Elementary School

THIS AGREEMENT, made and entered into this \_\_\_\_\_\_ day of \_\_\_\_\_ 2006 by and between the CITY OF LAS VEGAS, a municipal corporation of the State of Nevada, hereinafter referred to as "CITY", and \_\_\_\_\_\_ Herbert Derfelt Elementary School, a Clark County School District elementary school duly organized under the laws of the State of Nevada, hereinafter referred to as "SUBRECIPIENT," whose primary mailing address at the date of execution is 1900 S. Lisa Lane, Las Vegas, NV 89117.

### WITNESSETH

WHEREAS, the CITY has allocated funds for the Parents As Learning Support program, hereinafter referred to as "PALS"; and

WHEREAS, the CITY is responsible for planning, administering, implementing, and evaluating the PALS program to ensure that it conforms to the PALS Program Guidelines and Las Vegas City Council goals; and

WHEREAS, CITY, as Grantor, wishes to engage "SUBRECIPIENT" to assist the CITY in utilizing such funds by providing services to meet the PALS Program's objectives, as follows:

- To assist school staff and administrators with establishing parents and school staff as partners in defining and addressing student needs
- To assist schools with identifying unengaged parents and developing strategies for involving them in school activities
- To improve student achievement
- To involve parents in a variety of functions/roles in the school
- To create a support system of families, school staff and community leaders who take responsibility for the safety and well-being of all students attending their school

NOW, THEREFORE, it is agreed between the parties hereto that;

### I. SCOPE OF SERVICE

### A. ACTIVITIES

"SUBRECIPIENT" will be responsible for administering FY2006-2007 PALS-funded programs known as <u>Fitness Field Day</u>, <u>Family Math Night</u>, <u>Family Writing Night</u>, <u>Spanish Translation</u>, <u>Fitness Mileage Club</u>, <u>Doc's Amaxing Bully Free Wonder Show</u>, <u>Bicycle Rodeo</u>, <u>PTA Newsletter</u>, <u>Family Science Night and Family Arts & Craft Night</u> that provide activities eligible under the Parents As Learning Support Program as cited in the Scope of Services I.B.1, hereinafter referred to as "Program." It is expressly agreed and understood that the total amount to be provided by the CITY under this Agreement shall not exceed \$6,275.00 in PALS funds to be allocated in accordance with the Program Budgets as detailed in Exhibit "A," attached. "SUBRECIPIENT" hereby agrees to utilize said PALS funds made available pursuant to this Agreement to supplement rather than supplant funds otherwise available.

### B. PROGRAM DESCRIPTION

Scope of Services to be Provided

### Purpose of Services:

Funding will be used to plan and implement school based projects to increase parent involvement in school activities and increase communication between parents and school staff.

### Tasks to be Performed:

- Fitness Field Day Host a school wide event to promote health and fitness
- Family Math Night Host a family workshop to teach parents how to promote math skills at home
- Family Writing Night Host a family workshop to teach parents how to promote writing skills at home
- Spanish Translation Purchase translation software to assist with translating school information into Spanish
- Fitness Mileage Club Create a lunchtime walking club for parents and students
- Doc's Amaxing Bully Free Wonder Show Host an assembly to teach parents and students how to deal with bullying
- Bicycle Rodeo Host a bike skills workshop to teach students bike safety rules
- PTA Newsletter Create a newsletter to share information with parents and school staff
- Family Science Night Host a family workshop to teach parents how to promote science skills at home
- Family Arts & Craft Night Host arts and crafts workshops for parents and students

### Level of Service to be Provided:

Projects will increase the number of parent volunteers and provide parents with an active role in their student's education and development.

### Measurable Goals for Grant period:

- Number of parent volunteers
- Number of participating parents

"SUBRECIPIENT" hereby agrees to meet the goals as stated above, to the greatest extent feasible, in order to ensure the success of the Program.

2. The "SUBRECIPIENT" hereby appoints the following representative to attend any meetings of the neighborhood organization in partnership with the City of Las Vegas, Neighborhood Services Department:

**Scott DuChateau, School Project Team Leader**, or a designee chosen at the discretion of SUBRECIPIENT.

### C. Program Reporting

"SUBRECIPIENT" will be required to collect for and provide to the CITY Program accomplishments and usage records beginning **October 18, 2006** or the date first written above, until **June 1, 2007**, unless this Agreement is modified at the express consent of the CITY and "SUBRECIPIENT." "SUBRECIPIENT" shall submit, on a monthly basis, and on occasion upon request of the CITY, a Monthly Progress Report, Project Evaluation Reports and Volunteer Hour Logs, the forms for which are attached as Exhibit "B". These reports shall accompany each request for expenditure or reimbursement of funds. Failure to submit said reports in a timely manner may delay purchases or reimbursement to "SUBRECIPIENT" for grant-eligible Program expense. Records and reports shall contain, but not be limited to, the following data:

- Statement of Program goals cited in "SUBRECIPIENT" application and measurable accomplishments toward achieving said goals through reporting date of said report.
- 2) Whenever applicable, written narrative of activities. Written narrative and description of services shall be included in each monthly report.
- 3) Volunteer Hour Logs should be submitted with copies of written materials which document the expenditure of the donated good(s), which are reported. This documentation will include: letters from professionals, identifying the donation they have made and its value, vendor receipts for donated goods or receipts for expenditures paid by funds raised by the "SUBRECIPIENT".
- 4) The "SUBRECIPIENT" shall provide a copy of all written reports developed for the Project to the CITY. These may be included with the Project Evaluation Report or under separate cover. Materials which help document the progress of the Project include: project meeting or event flyers, project meeting minutes, draft reports, final reports, photographs, timelines, job descriptions, contractor contracts, and participant interviews, and videos.
- 5) The "SUBRECIPIENT" shall provide a final, brief, written report that summarizes the Project's successes and lessons learned.

These reports will be forwarded to the City of Las Vegas Neighborhood Services Department, ATTN: Neighborhood Initiatives Division. CITY will monitor the performance of "SUBRECIPIENT" against goals and performance standards required herein. Substandard performance as determined by CITY will constitute non-compliance with this Agreement.

If action to correct such substandard performance is not taken by "SUBRECIPIENT" within a reasonable period of time after being notified by CITY, contract suspension or termination procedures will be initiated.

### D. TIME OF PERFORMANCE

This Agreement provides for PALS funding of "SUBRECIPIENT" program rendered in accordance with this Agreement from October 18, 2006, or the date first written above, through June 1, 2007. The CITY shall bear no liability to fund or provide payment for "SUBRECIPIENT" program services in the event that no PALS grant award funds are received during fiscal year 2006-2007. Furthermore, the CITY shall be liable only for payment proportional to the extent that PALS grant award funds are appropriated and allocated by the CITY. "SUBRECIPIENT" program expenses incurred after October 18, 2006, but prior to execution of this Agreement will not be reimbursed.

### **II. CITY GENERAL CONDITIONS**

### A. COMPLIANCE WITH OTHER APPLICABLE STATUTES AND REGULATIONS

"SUBRECIPIENT" shall obtain any and all Federal, State, and Local permits and licenses required to execute the Project or Program as described in the Agreement's Scope of Services. "SUBRECIPIENT" further agrees to abide by all applicable Federal, State, and Local codes, regulations, statutes, ordinances, and laws.

### B. SUBRECIPIENT RETAINS EXCLUSIVE RIGHT OF PERFORMING SERVICES

"SUBRECIPIENT" has requested financial support of the CITY to enable "SUBRECIPIENT" to provide the services contemplated in Section I. The CITY shall have no relationship whatsoever with the services contemplated herein except the provision of financial support and the receipt of reports as provided herein. In any and all events, the services contemplated herein shall be rendered at the time, in the manner and under circumstances determined solely and exclusively by "SUBRECIPIENT," subject only to review by the City of Las Vegas, Neighborhood Services Director or other designee of the Neighborhood Services Director to assure continuing eligibility for PALS funding.

### C. INDEMNIFICATION

"SUBRECIPIENT" agrees to protect, defend, indemnify and save harmless the CITY from and against any and all liability, damages, claims, suits, liens, and judgments of whatever nature, including but not limited to, claims for contribution and/or indemnification for injuries to or death of any person or persons, caused by, in connection with, or arising out of any activities undertaken pursuant to this Agreement. "SUBRECIPIENT's" obligation to protect, defend, indemnify, and save harmless as set forth in this paragraph, shall include any and all attorneys' fees incurred by the CITY in the defense and/or handling of said suits, demands, judgments, liens, claims and the like and all attorneys' fees and investigation expenses incurred by the CITY in enforcing and/or obtaining compliance with the provisions of this paragraph.

### D. LIMIT ON ASSIGNMENT OF INTEREST

"SUBRECIPIENT" may not assign any part of its rights in this Agreement without consent of CITY. Any such assignment of rights without consent of CITY shall result in the forfeiture of all compensation, or any part thereof, as determined by CITY.

### E. ON-SITE MONITORING

Projects and programs funded under this Agreement will be subject to on-site monitoring by duly authorized CITY representatives. Said representatives will be announced, at a minimum, 24 hours in advance of such visits. The representatives may request, and be granted access to records. Representatives may, on occasion, interview Program volunteers and participants who volunteer to be interviewed.

### F. ACCESS TO RECORDS

At any time during normal business hours, "SUBRECIPIENT'S" records, with respect to matters covered by this Agreement shall be made available for audit, examination, and review by CITY representatives.

### G. INSURANCE

If "SUBRECIPIENT" uses a vehicle in providing its services, it shall carry or provide a Comprehensive Automobile Liability Insurance covering bodily injury and property damage, with a minimum comprehensive single limit liability of \$1,000,000.00.

The CITY shall be named as an additional insured in all policies of insurance obtained pursuant to this Agreement. The CITY shall be furnished evidence that the foregoing insurance coverage(s) are in effect, and the CITY shall be notified at least thirty (30) days prior to the cancellation or material change of any such coverage.

### **III. OTHER GENERAL CONDITIONS**

### A. RELIGIOUS ACTIVITIES

As a general rule, in accordance with First Amendment Church/State Principles, PALS assistance may not be used for religious activities or provided to primarily religious entities for any activities, including secular activities.

### B. POLITICAL ACTIVITIES

"SUBRECIPIENT" will comply with this section, which prohibits the use of PALS funds to finance the use of facilities or equipment for political purposes or to engage in other partisan political activities, such as candidate forums, voter transportation, or voter registration.

### C. PROGRAM INCOME

"SUBRECIPIENT" agrees that program income, includes, but is not limited to, the following:

- 1. Proceeds from the disposition by sale or long-term lease of real property purchased or improved with PALS funds;
- Proceeds from the disposition of equipment purchased with PALS funds;
- Gross income from the use or rental of real or personal property acquired by "SUBRECIPIENT" with PALS funds, less costs incidental to generation of the income;
- Gross income from the use or rental of real property, owned by "SUBRECIPIENT," that was constructed or improved with PALS funds, less costs incidental to generation of the income; and
- 5. Interest earned on program income pending its disposition.

### D. DISPOSITION OF PROGRAM INCOME

Income from the Project may be retained by "SUBRECIPIENT" provided that written notification is given to the Neighborhood Services Director and that the income is to be used for the exclusive benefit of the Program.

### E. EXPIRATION OR REVOCATION OF AGREEMENT

Upon the expiration or revocation of this Agreement, "SUBRECIPIENT" shall transfer to CITY any PALS funds on hand at the time of expiration or revocation and any accounts receivable attributable to the use of PALS funds.

### **IV. FINANCIAL MANAGEMENT**

### A. REIMBURSEMENT

The CITY shall reimburse the "SUBRECIPIENT" only for expenses paid or incurred as outlined in Exhibit A, provided the expenditures are made after the Project's start date and before the completion date as indicated in Section I.D. Subject to the approval of the CITY, the CITY may make direct payment to vendors, using a procurement credit car "P-Card" for purchases less than \$1,000 or a Direct Payment Request "DPR" for purchases greater than \$1,000, in the event "SUBRECIPIENT" does not have sufficient funds to utilize reimbursement process.

### B. DOCUMENTATION OF COSTS

Project Progress Report shall be submitted by the "SUBRECIPIENT" with Supporting Documentation form to the CITY. All costs submitted to CITY for reimbursement or vendor payment shall be recorded by budget line-items and be supported by properly executed time records, invoices, contracts, or vouchers, or other official documentation evidencing in proper detail the nature and propriety of the charge. All checks, invoices, contracts, and vouchers, orders or other accounting documents pertaining in whole or in part to the Agreements, shall be thoroughly identified and readily accessible.

### C. FINANCIAL RECORDKEEPING

Financial records pertaining to all invoices, materials, payrolls, personnel records, and other data concerning matters related to or arguably related to this Agreement may be requested from "SUBRECIPIENT" by duly authorized CITY representatives.

### D. RECORDS

Program records shall be maintained in accordance with CITY requirements with respect to all matters covered by this Agreement. Such records shall be maintained for a period of four years after the term of this Agreement expires (a five year retention period).

### E. PROGRAM BUDGET

Invoice expenditures eligible for payment by the CITY will be in accordance with the Project budget delineated in Exhibit "A" and subject to any conditions imposed in the Scope of Services, to include monthly reports and narratives when seeking reimbursement from the City for Project costs. "SUBRECIPIENT" shall not make any changes in the Project budget unless permission is obtained in writing from the CITY.

### F. METHOD OF PAYMENT

The CITY shall reimburse valid invoices for approved Project budget expenditures identified in Exhibit "A" of this Agreement. Before paying such expenses, the CITY will review invoice expenditures to determine their consistency with the approved eligible expenditures, the scope of services, pursuant to this Agreement. The CITY reserves the right to refuse reimbursement for expenses, which are PALS-ineligible or which are not within the scope of this Agreement. Reimbursement requests shall include reports and narratives as detailed in "Scope of Services" section of this Agreement.

### G. UNEXPENDED FUNDS

In the event that CITY staff anticipates the total amount of funds allocated for this Agreement will not be expended in the time and manner prescribed in this Agreement, the CITY reserves the right to that portion for other Projects/programs operating under the CITY's PALS Program. An extension of an **June 1, 2007** deadline may be authorized in writing by the CITY Neighborhood Services Director or other designee of the Neighborhood Services Director.

### H. ACCOUNTING METHODS

Expenditures charged to CITY fiscal year **2006-2007** PALS funds will be accounted for in a ledger separate from all other revenue sources. These records shall be maintained by "SUBRECIPIENT."

# I. NON-EXPENDABLE PERSONAL PROPERTY, DEPRECIATION SCHEDULES, AND DISPOSITION OF PROPERTY

- 1) Non-expendable personal property will be defined as any property either tangible or intangible other than real property as defined herein which has a unit acquisition cost of \$1000 or more and a useful life of more than one year.
- 2) Organization purchasing or receiving non-expendable personal property as part of their project will give CITY rights to the non-expendable personal property for three years from the date of purchase. Should the organization be dissolved or should the non-expendable personal property not be used in accordance with the grant agreement, CITY will have the right to reappropriate the non-expendable personal property. Examples of non-expendable personal property are vehicles and computer equipment. If said property is a vehicle, the City shall be named as a lien-holder on the title.

### V. MODIFICATION OR TERMINATION OF AGREEMENT

### A. AMENDMENT OR REVISION REQUIRED BY CITY

"SUBRECIPIENT" and the CITY hereby agree to amend or otherwise revise this Agreement should such modification be required by CITY and/or any applicable federal statutes or regulations.

### B. TERMINATION

If "SUBRECIPIENT" fails to fulfill in a timely and proper manner its obligation under this Agreement or shall violate any of the covenants, agreements or stipulations of this Agreement, the CITY shall thereupon have the right to suspend or terminate this Agreement and specify the effective date thereof. Such notice shall be given no less than ten (10) days before the effective date of such termination and sent to "SUBRECIPIENT" at 1900 S. Lisa Lane, Las Vegas, NV 89117.

### C. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Each and every provision of law and clause required by law to be inserted in this Agreement will be deemed to be inserted herein, and this Agreement shall be read and enforced as though it were included herein and if through mistake or otherwise any such provisions not inserted, or is not correctly inserted, then upon the application of either party this Agreement shall forthwith be physically amended to make such insertion.

IN WITNESS WHEREOF, this Agreement has been executed by duly authorized representatives of each party the day and year first above written.

**CITY OF LAS VEGAS** 

Herbert Derfelt Elementary School, "SUBRECIPIENT"

Stephen Harsin, <del>Director</del>

Scott DuChaleau, SCHOOL PROJECT LEADER

ATTEST:

ATTEST:

BARBARA JO ROMEMUS; CITY CLE
By: Beverly K. Bridges
Chief Deputy City Clerk

COUNCIL ACTION: October 18, 2006

# Exhibit "A"

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# N. Project Budget

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N. Project Budget

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N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

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# Exhibit "B"

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# City of Las Vegas PALS Grant Project Evaluation

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Person Preparing Report:	
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Title: Phone number:	
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Describe your project and its	s accomplishments.
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low did this project accomplish the goals outlined in your grant application	
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Vere there any areas of concerns during the planning and implementation	// I OI
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low did your planning team work together to address these concerns? $\_$	
Parent Involvement	
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Why?	
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How will your school sustain and/or increase this level of parent involveme	ent? _

# City of Las Vegas PALS Volunteer Hour Log

School Name: Project Title:	me:				
Date	Volunteer's Name	Activities Performed	Time in	Time Total	V)
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### Parents As Learning Support Agreement Between the City Of Las Vegas and Red Rock Elementary School

THIS AGREEMENT, made and entered into this day of November, 2006 by and between the CITY OF LAS VEGAS, a municipal corporation of the State of Nevada, hereinafter referred to as "CITY", and Red Rock Elementary School, a Clark County School District elementary school duly organized under the laws of the State of Nevada, hereinafter referred to as "SUBRECIPIENT," whose primary mailing address at the date of execution is 408 Upland Blvd., Las Vegas, NV 89107.

### WITNESSETH

WHEREAS, the CITY has allocated funds for the Parents As Learning Support program, hereinafter referred to as "PALS"; and

WHEREAS, the CITY is responsible for planning, administering, implementing, and evaluating the PALS program to ensure that it conforms to the PALS Program Guidelines and Las Vegas City Council goals; and

WHEREAS, CITY, as Grantor, wishes to engage "SUBRECIPIENT" to assist the CITY in utilizing such funds by providing services to meet the PALS Program's objectives, as follows:

- To assist school staff and administrators with establishing parents and school staff as partners in defining and addressing student needs
- To assist schools with identifying unengaged parents and developing strategies for involving them in school activities
- To improve student achievement
- To involve parents in a variety of functions/roles in the school
- To create a support system of families, school staff and community leaders who take responsibility for the safety and well-being of all students attending their school

NOW, THEREFORE, it is agreed between the parties hereto that;

### I. SCOPE OF SERVICE

### A. ACTIVITIES

"SUBRECIPIENT" will be responsible for administering FY2006-2007 PALS-funded programs known as <u>Parent Resource Center, Ed-Line and Parenting Classes</u> that provide activities eligible under the Parents As Learning Support Program as cited in the Scope of Services I.B.1, hereinafter referred to as "Program." It is expressly agreed and understood that the total amount to be provided by the CITY under this Agreement shall not exceed \$4,500.00 in PALS funds to be allocated in accordance with the Program Budgets as detailed in Exhibit "A," attached. "SUBRECIPIENT" hereby agrees to utilize said PALS funds made available pursuant to this Agreement to supplement rather than supplant funds otherwise available.

### B. PROGRAM DESCRIPTION

Scope of Services to be Provided

### Purpose of Services:

Funding will be used to plan and implement school based projects to increase parent involvement in school activities and increase communication between parents and school staff.

### Tasks to be Performed:

- Parent Resource Center Create a parent resource center on the school's campus to provide families with educational resources and emergency assistance
- Ed-Line Connect the school with a student progress monitoring system and provide a computer for parents to access the program
- Parenting Classes Host parenting classes for school parents

### Level of Service to be Provided:

Projects will increase the number of parent volunteers and provide parents with an active role in their student's education and development.

### Measurable Goals for Grant period:

- Number of parent volunteers
- Number of participating parents

"SUBRECIPIENT" hereby agrees to meet the goals as stated above, to the greatest extent feasible, in order to ensure the success of the Program.

2. The "SUBRECIPIENT" hereby appoints the following representative to attend any meetings of the neighborhood organization in partnership with the City of Las Vegas, Neighborhood Services Department:

**Lisa Maki, School Project Team Leader**, or a designee chosen at the discretion of SUBRECIPIENT.

### C. Program Reporting

"SUBRECIPIENT" will be required to collect for and provide to the CITY Program accomplishments and usage records beginning **October 18, 2006** or the date first written above, until **June 1, 2007**, unless this Agreement is modified at the express consent of the CITY and "SUBRECIPIENT." "SUBRECIPIENT" shall submit, on a monthly basis, and on occasion upon request of the CITY, a Monthly Progress Report, Project Evaluation Reports and Volunteer Hour Logs, the forms for which are attached as Exhibit "B". These reports shall accompany each request for expenditure or reimbursement of funds. Failure to submit said reports in a timely manner may delay purchases or reimbursement to "SUBRECIPIENT" for grant-eligible Program expense. Records and reports shall contain, but not be limited to, the following data:

- Statement of Program goals cited in "SUBRECIPIENT" application and measurable accomplishments toward achieving said goals through reporting date of said report.
- Whenever applicable, written narrative of activities. Written narrative and description of services shall be included in each monthly report.
- 3) Volunteer Hour Logs should be submitted with copies of written materials which document the expenditure of the donated good(s), which are reported. This documentation will include: letters from professionals, identifying the donation they have made and its value, vendor receipts for donated goods or receipts for expenditures paid by funds raised by the "SUBRECIPIENT".
- 4) The "SUBRECIPIENT" shall provide a copy of all written reports developed for the Project to the CITY. These may be included with the Project Evaluation Report or under separate cover. Materials which help document the progress of the Project include: project meeting or event flyers, project meeting minutes, draft reports, final reports, photographs, timelines, job descriptions, contractor contracts, and participant interviews, and videos.
- 5) The "SUBRECIPIENT" shall provide a final, brief, written report that summarizes the Project's successes and lessons learned.

These reports will be forwarded to the City of Las Vegas Neighborhood Services Department, ATTN: Neighborhood Initiatives Division. CITY will monitor the performance of "SUBRECIPIENT" against goals and performance standards required herein. Substandard performance as determined by CITY will constitute non-compliance with this Agreement.

If action to correct such substandard performance is not taken by "SUBRECIPIENT" within a reasonable period of time after being notified by CITY, contract suspension or termination procedures will be initiated.

### D. TIME OF PERFORMANCE

This Agreement provides for PALS funding of "SUBRECIPIENT" program rendered in accordance with this Agreement from October 18, 2006, or the date first written above, through June 1, 2007. The CITY shall bear no liability to fund or provide payment for "SUBRECIPIENT" program services in the event that no PALS grant award funds are received during fiscal year 2006-2007. Furthermore, the CITY shall be liable only for payment proportional to the extent that PALS grant award funds are appropriated and allocated by the CITY. "SUBRECIPIENT" program expenses incurred after October 18, 2006, but prior to execution of this Agreement will not be reimbursed.

### **II. CITY GENERAL CONDITIONS**

# A. COMPLIANCE WITH OTHER APPLICABLE STATUTES AND REGULATIONS

"SUBRECIPIENT" shall obtain any and all Federal, State, and Local permits and licenses required to execute the Project or Program as described in the Agreement's Scope of Services. "SUBRECIPIENT" further agrees to abide by all applicable Federal, State, and Local codes, regulations, statutes, ordinances, and laws.

# SUBRECIPIENT RETAINS EXCLUSIVE RIGHT OF PERFORMING SERVICES B.

"SUBRECIPIENT" has requested financial support of the CITY to enable "SUBRECIPIENT" to provide the services contemplated in Section I. The CITY shall have no relationship whatsoever with the services contemplated herein except the provision of financial support and the receipt of reports as provided herein. In any and all events, the services contemplated herein shall be rendered at the time, in the manner and under circumstances determined solely and exclusively by "SUBRECIPIENT," subject only to review by the City of Las Vegas, Neighborhood Services Director or other designee of the Neighborhood Services

### C. INDEMNIFICATION

"SUBRECIPIENT" agrees to protect, defend, indemnify and save harmless the CITY from and against any and all liability, damages, claims, suits, liens, and judgments of whatever nature, including but not limited to, claims for contribution and/or indemnification for injuries to or death of any person or persons, caused by, in connection with, or arising out of any activities undertaken pursuant to this Agreement. "SUBRECIPIENT's" obligation to protect, defend, indemnify, and save harmless as set forth in this paragraph, shall include any and all attorneys' fees incurred by the CITY in the defense and/or handling of said suits, demands, judgments, liens, claims and the like and all attorneys' fees and investigation expenses incurred by the CITY in enforcing and/or obtaining compliance with the provisions of this

### D. LIMIT ON ASSIGNMENT OF INTEREST

"SUBRECIPIENT" may not assign any part of its rights in this Agreement without consent of CITY. Any such assignment of rights without consent of CITY shall result in the forfeiture of all compensation, or any part thereof, as determined by CITY. ON-SITE MONITORING

# E.

Projects and programs funded under this Agreement will be subject to on-site monitoring by duly authorized CITY representatives. minimum, 24 hours in advance of such visits. The representatives may request, and be granted access to records. Representatives may, on occasion, interview Program volunteers **ACCESS TO RECORDS** 

# F.

At any time during normal business hours, "SUBRECIPIENT'S" records, with respect to matters covered by this Agreement shall be made available for audit, examination, and INSURANCE

## G.

If "SUBRECIPIENT" uses a vehicle in providing its services, it shall carry or provide a Comprehensive Automobile Liability Insurance covering bodily injury and property damage, with a minimum comprehensive single limit liability of \$1,000,000.00.

The CITY shall be named as an additional insured in all policies of insurance obtained pursuant to this Agreement. The CITY shall be furnished evidence that the foregoing insurance coverage(s) are in effect, and the CITY shall be notified at least thirty (30) days prior to the cancellation or material change of any such coverage.

# III. OTHER GENERAL CONDITIONS

# A. RELIGIOUS ACTIVITIES

As a general rule, in accordance with First Amendment Church/State Principles, PALS assistance may not be used for religious activities or provided to primarily religious entities for any activities, including secular activities.

# B. POLITICAL ACTIVITIES

"SUBRECIPIENT" will comply with this section, which prohibits the use of PALS funds to finance the use of facilities or equipment for political purposes or to engage in other partisan political activities, such as candidate forums, voter transportation, or voter registration.

### C. PROGRAM INCOME

"SUBRECIPIENT" agrees that program income, includes, but is not limited to, the following:

- 1. Proceeds from the disposition by sale or long-term lease of real property purchased or improved with PALS funds;
- 2. Proceeds from the disposition of equipment purchased with PALS funds;
- Gross income from the use or rental of real or personal property acquired by "SUBRECIPIENT" with PALS funds, less costs incidental to generation of the income;
- 4. Gross income from the use or rental of real property, owned by "SUBRECIPIENT," that was constructed or improved with PALS funds, less costs incidental to generation of the income; and
- 5. Interest earned on program income pending its disposition.

# D. DISPOSITION OF PROGRAM INCOME

Income from the Project may be retained by "SUBRECIPIENT" provided that written notification is given to the Neighborhood Services Director and that the income is to be used for the exclusive benefit of the Program.

# E. EXPIRATION OR REVOCATION OF AGREEMENT

Upon the expiration or revocation of this Agreement, "SUBRECIPIENT" shall transfer to CITY any PALS funds on hand at the time of expiration or revocation and any accounts receivable attributable to the use of PALS funds.

# IV. FINANCIAL MANAGEMENT

# A. REIMBURSEMENT

The CITY shall reimburse the "SUBRECIPIENT" only for expenses paid or incurred as outlined in Exhibit A, provided the expenditures are made after the Project's start date and before the completion date as indicated in Section I.D. Subject to the approval of the CITY, the CITY may make direct payment to vendors, using a procurement credit car "P-Card" for purchases less than \$1,000 or a Direct Payment Request "DPR" for purchases greater than \$1,000, in the event "SUBRECIPIENT" does not have sufficient funds to utilize reimbursement process.

# B. DOCUMENTATION OF COSTS

Project Progress Report shall be submitted by the "SUBRECIPIENT" with Supporting Documentation form to the CITY. All costs submitted to CITY for reimbursement or vendor payment shall be recorded by budget line-items and be supported by properly executed time records, invoices, contracts, or vouchers, or other official documentation evidencing in proper detail the nature and propriety of the charge. All checks, invoices, contracts, and vouchers, orders or other accounting documents pertaining in whole or in part to the Agreements, shall FINANCIAL RECORDKEEPING

# C.

Financial records pertaining to all invoices, materials, payrolls, personnel records, and other data concerning matters related to or arguably related to this Agreement may be requested from "SUBRECIPIENT" by duly authorized CITY representatives.

### D. **RECORDS**

Program records shall be maintained in accordance with CITY requirements with respect to all matters covered by this Agreement. Such records shall be maintained for a period of four years after the term of this Agreement expires (a five year retention period). PROGRAM BUDGET

# E.

Invoice expenditures eligible for payment by the CITY will be in accordance with the Project budget delineated in Exhibit "A" and subject to any conditions imposed in the Scope of Services, to include monthly reports and narratives when seeking reimbursement from the City for Project costs. "SUBRECIPIENT" shall not make any changes in the Project budget unless permission is obtained in writing from the CITY.

# F. METHOD OF PAYMENT

The CITY shall reimburse valid invoices for approved Project budget expenditures identified in Exhibit "A" of this Agreement. Before paying such expenses, the CITY will review invoice expenditures to determine their consistency with the approved eligible expenditures, the scope of services, pursuant to this Agreement. reimbursement for expenses, which are PALS-ineligible or which are not within the scope of this Agreement. Reimbursement requests shall include reports and narratives as detailed in

# **UNEXPENDED FUNDS** G.

In the event that CITY staff anticipates the total amount of funds allocated for this Agreement will not be expended in the time and manner prescribed in this Agreement, the CITY reserves the right to that portion for other Projects/programs operating under the CITY's PALS Program. An extension of an June 1, 2007 deadline may be authorized in writing by the CITY Neighborhood Services Director or other designee of the Neighborhood Services Director.

# H.

Expenditures charged to CITY fiscal year 2006-2007 PALS funds will be accounted for in a ACCOUNTING METHODS ledger separate from all other revenue sources. These records shall be maintained by "SUBRECIPIENT."

# NON-EXPENDABLE PERSONAL PROPERTY, DEPRECIATION SCHEDULES, AND DISPOSITION OF PROPERTY ١.

- 1) Non-expendable personal property will be defined as any property either tangible or intangible other than real property as defined herein which has a unit acquisition cost of \$1000 or more and a useful life of more than one year.
- 2) Organization purchasing or receiving non-expendable personal property as part of their project will give CITY rights to the non-expendable personal property for three years from Should the organization be dissolved or should the nonexpendable personal property not be used in accordance with the grant agreement, CITY will have the right to reappropriate the non-expendable personal property. Examples of non-expendable personal property are vehicles and computer equipment. If said property is a vehicle, the City shall be named as a lien-holder on the title.

# V. MODIFICATION OR TERMINATION OF AGREEMENT

# AMENDMENT OR REVISION REQUIRED BY CITY A.

"SUBRECIPIENT" and the CITY hereby agree to amend or otherwise revise this Agreement should such modification be required by CITY and/or any applicable federal statutes or regulations.

# B.

If "SUBRECIPIENT" fails to fulfill in a timely and proper manner its obligation under this **TERMINATION** Agreement or shall violate any of the covenants, agreements or stipulations of this Agreement, the CITY shall thereupon have the right to suspend or terminate this Agreement and specify the effective date thereof. Such notice shall be given no less than ten (10) days before the effective date of such termination and sent to "SUBRECIPIENT" at 408 Upland Blvd., Las Vegas, NV 89107.

# PROVISIONS REQUIRED BY LAW DEEMED INSERTED C.

Each and every provision of law and clause required by law to be inserted in this Agreement will be deemed to be inserted herein, and this Agreement shall be read and enforced as though it were included herein and if through mistake or otherwise any such provisions not inserted, or is not correctly inserted, then upon the application of either party this Agreement shall forthwith be physically amended to make such insertion.

IN WITNESS WHEREOF, this Agreement has been executed by duly authorized representatives of each party the day and year first above written.

CITY OF LAS VEGAS

Red Rock Elementary School, "SUBRECIPIENT"

ATTEST:

ATTEST:

By: Beverly K. Bridges Chief Deputy City Clerk

APPROVED AS TO FORM: D. Fonticello 10/18/04

# Exhibit "A"

# J. Project goals:

- 1. Increase parental awareness of community resources.
- 2. Estasblish school community/education as a reliable source of advancement.
  - 3. Establish a sense of security for students/parents if necessary.
  - 4. Increase awareness for potential of student achievement.
- 5. Provide information to advocate cohesion of family unit, school, and community.
- **K.** Explain the school, student or family need this project will address: Immediate needs addressed will consist of basic essentials necessary for survival. Other needs that will be met will consist of programs and resources necessary for academic, social, and individual growth.
- L. How will this project increase parent participation in your school? By providing and presenting resources that many parents need but do not have the financial or experiential knowledge to acquire.
- M. How will your school sustain this parent involvement after the project has been completed? Information in monthly newsletters, parent conferences, open house, and by word of mouth after initial successes will be a primary tool for establishment and growth of the project.

# N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed):

needed).		Cost		Total
Item	Quantity	per item	Purpose.	Cost
Clothing	30-40	\$5-\$15	Provide emergency assistance	\$500- \$600
Videos	10-20	\$20-\$40	Provide instruction	\$200- \$400
Books	20-60	\$20-\$40	Provide instruction	\$200- \$800
Household items	20-30	\$20-\$50	Provide emergency assistance	\$40- \$150
Pamphlets/Brochures	75-150	\$20-\$50	Provide information	\$100- \$200
·				
				<u> </u>

Total \$3 (DV)	 	

Activity	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
Manning of resource center	6- <b>\$</b>	10 per week	40 weeks	400

- **L.** How will this project increase parent participation in your school? By monitoring their child's performance on a weekly basis, parents will gain an open line of communication to aid in the success of their child and the school community.
- M. How will your school sustain this parent involvement after the project has been completed? By providing training at the beginning and throughout the school year. Newsletters and other information will be sent home to advocate use of Ed-line.

# N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed):

needed/	•			
ltem 🔄	Quantity	Cost per item	Purpose .	Total Cost
Ed-line program	01	\$1,500	To increase parent involvement	\$1,500
Computer	01	\$500	To provide accessability to parents without resources	\$500

	,		
			·
	<u></u>		
		Total	\$2,000

Activity.	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
Implementing system	6	40	1	240
Training	6	40	4	960
	•			

**M.** How will your school sustain this parent involvement after the project has been completed? Newsletters and other announcements throughout the school year.

# N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as needed):

needed).				
Item	Quantity	Cost per item	Purpose	Total Cost
Pamphlets	500	.50	Provide information	\$250
Books	100	\$10.00	Provide information	\$1,000
Videos	10	\$20.00	Provide information	\$200
Pencils/paper	500/1000	.10	Tools	\$50- \$100

 	 	 	al \$1,550
		Toto	all \$1,550

Activity 1	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
Organizing programs	6	40	10	2400
implementation	6	1	10	60
		·		
				_
	·			

# Exhibit "B"

# **Section 1: Identifying Information**

School:		
Project Name:		
Reporting Period:	Start Date:	End Date:
Person Preparing Report:		
Phone Number:		
goals (described in the c	t accomplishment contract and Gra	ts for this month. Identify which project ant Application) the organization has ern, project successes, and any other

# City of Las Vegas PALS Grant Project Evaluation

Name of School:	
Project Name:	
s this project ongoing?	
Person Preparing Report:	
Title:	
Phone number:	222av
Number of participating parents:  Number of participating staff:	
Project Evaluation  Describe your project and its accomp	olishments:
	A STATE OF THE STA
	A STATE OF THE STA

How were parents involved in the planning and implementation of this proje	:ct?
How did this project accomplish the goals outlined in your grant application	'š —
Were there any areas of concerns during the planning and implementation	of
this project?	
☐ Yes ☐ No	
I de la company	
How did your planning team work together to address these concerns?	
Parent Involvement	
	0
Do you feel this project helped to recruit more active parents in your school	Ç
☐ Yes ☐ No	
Why?	
	<del></del>
How will your school sustain and/or increase this level of parent involvement	ŀš

# City of Las Vegas PALS Volunteer Hour Log

School Name:				
Date Volunteer's Name	lame	Activities Performed	Time In	Time Total Out Hours
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# Parents As Learning Support Agreement Between the City Of Las Vegas and Vail Pittman Elementary School

THIS AGREEMENT, made and entered into this day of October, 2006 by and between the CITY OF LAS VEGAS, a municipal corporation of the State of Nevada, hereinafter referred to as "CITY", and Vail Pittman Elementary School, a Clark County School District elementary school duly organized under the laws of the State of Nevada, hereinafter referred to as "SUBRECIPIENT," whose primary mailing address at the date of execution is 6333 Fargo Ave, Las Vegas, NV 89107.

### WITNESSETH

WHEREAS, the CITY has allocated funds for the Parents As Learning Support program, hereinafter referred to as "PALS"; and

WHEREAS, the CITY is responsible for planning, administering, implementing, and evaluating the PALS program to ensure that it conforms to the PALS Program Guidelines and Las Vegas City Council goals; and

WHEREAS, CITY, as Grantor, wishes to engage "SUBRECIPIENT" to assist the CITY in utilizing such funds by providing services to meet the PALS Program's objectives, as follows:

- To assist school staff and administrators with establishing parents and school staff as partners in defining and addressing student needs
- To assist schools with identifying unengaged parents and developing strategies for involving them in school activities
- To improve student achievement
- To involve parents in a variety of functions/roles in the school
- To create a support system of families, school staff and community leaders who take responsibility for the safety and well-being of all students attending their school

NOW. THEREFORE, it is agreed between the parties hereto that;

# I. SCOPE OF SERVICE

# A. ACTIVITIES

"SUBRECIPIENT" will be responsible for administering FY2006-2007 PALS-funded programs known as <u>Math and Literacy Strategies</u>, <u>Panther Paw Volunteer</u>, <u>Movies Under the Stars / Parenting Classes and Make It-Take It-Munch It</u> that provide activities eligible under the Parents As Learning Support Program as cited in the Scope of Services I.B.1, hereinafter referred to as "Program." It is expressly agreed and understood that the total amount to be provided by the CITY under this Agreement shall not exceed \$3,750.00 in PALS funds to be allocated in accordance with the Program Budgets as detailed in Exhibit "A," attached. "SUBRECIPIENT" hereby agrees to utilize said PALS funds made available pursuant to this Agreement to supplement rather than supplant funds otherwise available.

### B. PROGRAM DESCRIPTION

1. Scope of Services to be Provided

# Purpose of Services:

Funding will be used to plan and implement school based projects to increase parent involvement in school activities and increase communication between parents and school staff.

# Tasks to be Performed:

- Math and Literacy Strategies Host workshops to teach parents strategies for working with their students at home
- Panther Paw Volunteer Provide incentives for parents to volunteer their time in school activities
- Movies Under the Stars / Parenting Classes Host family events featuring movies relating to the lessons students are learning in class and parenting workshops
- Make It-Take It-Munch It Host family workshops to connect parents with classroom learning

# Level of Service to be Provided:

Projects will increase the number of parent volunteers and provide parents with an active role in their student's education and development.

# Measurable Goals for Grant period:

- Number of parent volunteers
- Number of participating parents

"SUBRECIPIENT" hereby agrees to meet the goals as stated above, to the greatest extent feasible, in order to ensure the success of the Program.

2. The "SUBRECIPIENT" hereby appoints the following representative to attend any meetings of the neighborhood organization in partnership with the City of Las Vegas, Neighborhood Services Department:

Carol Meltzer, School Project Team Leader, or a designee chosen at the discretion of SUBRECIPIENT.

# C. Program Reporting

"SUBRECIPIENT" will be required to collect for and provide to the CITY Program accomplishments and usage records beginning October 18, 2006 or the date first written above, until June 1, 2007, unless this Agreement is modified at the express consent of the CITY and "SUBRECIPIENT." "SUBRECIPIENT" shall submit, on a monthly basis, and on occasion upon request of the CITY, a Monthly Progress Report, Project Evaluation Reports and Volunteer Hour Logs, the forms for which are attached as Exhibit "B". These reports shall accompany each request for expenditure or reimbursement of funds. Failure to submit said reports in a timely manner may delay purchases or reimbursement to "SUBRECIPIENT" for grant-eligible Program expense. Records and reports shall contain, but not be limited to, the following data:

- Statement of Program goals cited in "SUBRECIPIENT" application and measurable accomplishments toward achieving said goals through reporting date of said report.
- 2) Whenever applicable, written narrative of activities. Written narrative and description of services shall be included in each monthly report.
- 3) Volunteer Hour Logs should be submitted with copies of written materials which document the expenditure of the donated good(s), which are reported. This documentation will include: letters from professionals, identifying the donation they have made and its value, vendor receipts for donated goods or receipts for expenditures paid by funds raised by the "SUBRECIPIENT".
- 4) The "SUBRECIPIENT" shall provide a copy of all written reports developed for the Project to the CITY. These may be included with the Project Evaluation Report or under separate cover. Materials which help document the progress of the Project include: project meeting or event flyers, project meeting minutes, draft reports, final reports, photographs, timelines, job descriptions, contractor contracts, and participant interviews, and videos.
- 5) The "SUBRECIPIENT" shall provide a final, brief, written report that summarizes the Project's successes and lessons learned.

These reports will be forwarded to the City of Las Vegas Neighborhood Services Department, ATTN: Neighborhood Initiatives Division. CITY will monitor the performance of "SUBRECIPIENT" against goals and performance standards required herein. Substandard performance as determined by CITY will constitute non-compliance with this Agreement.

If action to correct such substandard performance is not taken by "SUBRECIPIENT" within a reasonable period of time after being notified by CITY, contract suspension or termination procedures will be initiated.

# D. TIME OF PERFORMANCE

This Agreement provides for PALS funding of "SUBRECIPIENT" program rendered in accordance with this Agreement from October 18, 2006, or the date first written above, through June 1, 2007. The CITY shall bear no liability to fund or provide payment for "SUBRECIPIENT" program services in the event that no PALS grant award funds are received during fiscal year 2006-2007. Furthermore, the CITY shall be liable only for payment proportional to the extent that PALS grant award funds are appropriated and allocated by the CITY. "SUBRECIPIENT" program expenses incurred after October 18, 2006, but prior to execution of this Agreement will not be reimbursed.

# II. CITY GENERAL CONDITIONS

# A. COMPLIANCE WITH OTHER APPLICABLE STATUTES AND REGULATIONS

"SUBRECIPIENT" shall obtain any and all Federal, State, and Local permits and licenses required to execute the Project or Program as described in the Agreement's Scope of Services. "SUBRECIPIENT" further agrees to abide by all applicable Federal, State, and Local codes, regulations, statutes, ordinances, and laws.

# B. SUBRECIPIENT RETAINS EXCLUSIVE RIGHT OF PERFORMING SERVICES

"SUBRECIPIENT" has requested financial support of the CITY to enable "SUBRECIPIENT" to provide the services contemplated in Section I. The CITY shall have no relationship whatsoever with the services contemplated herein except the provision of financial support and the receipt of reports as provided herein. In any and all events, the services contemplated herein shall be rendered at the time, in the manner and under circumstances determined solely and exclusively by "SUBRECIPIENT," subject only to review by the City of Las Vegas, Neighborhood Services Director or other designee of the Neighborhood Services Director to assure continuing eligibility for PALS funding.

# C. INDEMNIFICATION

"SUBRECIPIENT" agrees to protect, defend, indemnify and save harmless the CITY from and against any and all liability, damages, claims, suits, liens, and judgments of whatever nature, including but not limited to, claims for contribution and/or indemnification for injuries to or death of any person or persons, caused by, in connection with, or arising out of any activities undertaken pursuant to this Agreement. "SUBRECIPIENT's" obligation to protect, defend, indemnify, and save harmless as set forth in this paragraph, shall include any and all attorneys' fees incurred by the CITY in the defense and/or handling of said suits, demands, judgments, liens, claims and the like and all attorneys' fees and investigation expenses incurred by the CITY in enforcing and/or obtaining compliance with the provisions of this paragraph.

# D. LIMIT ON ASSIGNMENT OF INTEREST

"SUBRECIPIENT" may not assign any part of its rights in this Agreement without consent of CITY. Any such assignment of rights without consent of CITY shall result in the forfeiture of all compensation, or any part thereof, as determined by CITY.

# E. ON-SITE MONITORING

Projects and programs funded under this Agreement will be subject to on-site monitoring by duly authorized CITY representatives. Said representatives will be announced, at a minimum, 24 hours in advance of such visits. The representatives may request, and be granted access to records. Representatives may, on occasion, interview Program volunteers and participants who volunteer to be interviewed.

### F. ACCESS TO RECORDS

At any time during normal business hours, "SUBRECIPIENT'S" records, with respect to matters covered by this Agreement shall be made available for audit, examination, and review by CITY representatives.

# G. INSURANCE

If "SUBRECIPIENT" uses a vehicle in providing its services, it shall carry or provide a Comprehensive Automobile Liability Insurance covering bodily injury and property damage, with a minimum comprehensive single limit liability of \$1,000,000.00.

The CITY shall be named as an additional insured in all policies of insurance obtained pursuant to this Agreement. The CITY shall be furnished evidence that the foregoing insurance coverage(s) are in effect, and the CITY shall be notified at least thirty (30) days prior to the cancellation or material change of any such coverage.

# **III. OTHER GENERAL CONDITIONS**

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As a general rule, in accordance with First Amendment Church/State Principles, PALS assistance may not be used for religious activities or provided to primarily religious entities for any activities, including secular activities.

# B. POLITICAL ACTIVITIES

"SUBRECIPIENT" will comply with this section, which prohibits the use of PALS funds to finance the use of facilities or equipment for political purposes or to engage in other partisan political activities, such as candidate forums, voter transportation, or voter registration.

## C. PROGRAM INCOME

"SUBRECIPIENT" agrees that program income, includes, but is not limited to, the following:

- 1. Proceeds from the disposition by sale or long-term lease of real property purchased or improved with PALS funds;
- Proceeds from the disposition of equipment purchased with PALS funds;
- Gross income from the use or rental of real or personal property acquired by "SUBRECIPIENT" with PALS funds, less costs incidental to generation of the income;
- 4. Gross income from the use or rental of real property, owned by "SUBRECIPIENT," that was constructed or improved with PALS funds, less costs incidental to generation of the income; and
- 5. Interest earned on program income pending its disposition.

# D. DISPOSITION OF PROGRAM INCOME

Income from the Project may be retained by "SUBRECIPIENT" provided that written notification is given to the Neighborhood Services Director and that the income is to be used for the exclusive benefit of the Program.

### E. EXPIRATION OR REVOCATION OF AGREEMENT

Upon the expiration or revocation of this Agreement, "SUBRECIPIENT" shall transfer to CITY any PALS funds on hand at the time of expiration or revocation and any accounts receivable attributable to the use of PALS funds.

# IV. FINANCIAL MANAGEMENT

### A. REIMBURSEMENT

The CITY shall reimburse the "SUBRECIPIENT" only for expenses paid or incurred as outlined in Exhibit A, provided the expenditures are made after the Project's start date and before the completion date as indicated in Section I.D. Subject to the approval of the CITY, the CITY may make direct payment to vendors, using a procurement credit car "P-Card" for purchases less than \$1,000 or a Direct Payment Request "DPR" for purchases greater than \$1,000, in the event "SUBRECIPIENT" does not have sufficient funds to utilize reimbursement process.

# B. DOCUMENTATION OF COSTS

Project Progress Report shall be submitted by the "SUBRECIPIENT" with Supporting Documentation form to the CITY. All costs submitted to CITY for reimbursement or vendor payment shall be recorded by budget line-items and be supported by properly executed time records, invoices, contracts, or vouchers, or other official documentation evidencing in proper detail the nature and propriety of the charge. All checks, invoices, contracts, and vouchers, orders or other accounting documents pertaining in whole or in part to the Agreements, shall be thoroughly identified and readily accessible.

# C. FINANCIAL RECORDKEEPING

Financial records pertaining to all invoices, materials, payrolls, personnel records, and other data concerning matters related to or arguably related to this Agreement may be requested from "SUBRECIPIENT" by duly authorized CITY representatives.

# D. RECORDS

Program records shall be maintained in accordance with CITY requirements with respect to all matters covered by this Agreement. Such records shall be maintained for a period of four years after the term of this Agreement expires (a five year retention period).

# E. PROGRAM BUDGET

Invoice expenditures eligible for payment by the CITY will be in accordance with the Project budget delineated in Exhibit "A" and subject to any conditions imposed in the Scope of Services, to include monthly reports and narratives when seeking reimbursement from the City for Project costs. "SUBRECIPIENT" shall not make any changes in the Project budget unless permission is obtained in writing from the CITY.

# F. METHOD OF PAYMENT

The CITY shall reimburse valid invoices for approved Project budget expenditures identified in Exhibit "A" of this Agreement. Before paying such expenses, the CITY will review invoice expenditures to determine their consistency with the approved eligible expenditures, the scope of services, pursuant to this Agreement. The CITY reserves the right to refuse reimbursement for expenses, which are PALS-ineligible or which are not within the scope of this Agreement. Reimbursement requests shall include reports and narratives as detailed in "Scope of Services" section of this Agreement.

# G. UNEXPENDED FUNDS

In the event that CITY staff anticipates the total amount of funds allocated for this Agreement will not be expended in the time and manner prescribed in this Agreement, the CITY reserves the right to that portion for other Projects/programs operating under the CITY's PALS Program. An extension of an **June 1**, **2007** deadline may be authorized in writing by the CITY Neighborhood Services Director or other designee of the Neighborhood Services Director.

# H. ACCOUNTING METHODS

Expenditures charged to CITY fiscal year **2006-2007** PALS funds will be accounted for in a ledger separate from all other revenue sources. These records shall be maintained by "SUBRECIPIENT."

# I. NON-EXPENDABLE PERSONAL PROPERTY, DEPRECIATION SCHEDULES, AND DISPOSITION OF PROPERTY

- Non-expendable personal property will be defined as any property either tangible or intangible other than real property as defined herein which has a unit acquisition cost of \$1000 or more and a useful life of more than one year.
- 2) Organization purchasing or receiving non-expendable personal property as part of their project will give CITY rights to the non-expendable personal property for three years from the date of purchase. Should the organization be dissolved or should the non-expendable personal property not be used in accordance with the grant agreement, CITY will have the right to reappropriate the non-expendable personal property. Examples of non-expendable personal property are vehicles and computer equipment. If said property is a vehicle, the City shall be named as a lien-holder on the title.

# V. MODIFICATION OR TERMINATION OF AGREEMENT

# A. AMENDMENT OR REVISION REQUIRED BY CITY

"SUBRECIPIENT" and the CITY hereby agree to amend or otherwise revise this Agreement should such modification be required by CITY and/or any applicable federal statutes or regulations.

### B. **TERMINATION**

If "SUBRECIPIENT" fails to fulfill in a timely and proper manner its obligation under this Agreement or shall violate any of the covenants, agreements or stipulations of this Agreement, the CITY shall thereupon have the right to suspend or terminate this Agreement and specify the effective date thereof. Such notice shall be given no less than ten (10) days before the effective date of such termination and sent to "SUBRECIPIENT" at 6333 Fargo Ave, Las Vegas, NV 89107.

### PROVISIONS REQUIRED BY LAW DEEMED INSERTED C.

Each and every provision of law and clause required by law to be inserted in this Agreement will be deemed to be inserted herein, and this Agreement shall be read and enforced as though it were included herein and if through mistake or otherwise any such provisions not inserted, or is not correctly inserted, then upon the application of either party this Agreement shall forthwith be physically amended to make such insertion.

IN WITNESS WHEREOF, this Agreement has been executed by duly authorized representatives of each party the day and year first above written.

Vail Pittman Elementary School, "SUBRECIPIENT" **CITY OF LAS VEGAS** Carol Meltzer, SCHOOL PROJECT LEADER Stephen Harsin ATTEST: ATTEST:

BARBARA JO RONEMUS, CITY ELERI By: Beverly K. Bridges Chief Deputy City Clerk

COUNCIL ACTION: (

# Exhibit "A"

- **K.** Explain the school, student or family need this project will address: This project will assist us in bringing the community back into the school by carroting them with incentives such as a gift card to a grocery store.
- **L.** How will this project increase parent participation in your school? By providing a reward system for the parents who volunteer their time
- **M.** How will your school sustain this parent involvement after the project has been completed? Develop relationships with local business to maintaint the pool of gift cards for the rewards and continually build up the program by sending home fliers and talking it up in the classrooms, newsletters, and assemblies.

# N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed):

needed	1:	_		
ltem -	Quantity	Cost per item	Purpose	Total Cost
office supplies	1	\$250.00	fliers, Panther Paw cards and various other office supplies	\$250.00
incentives	1		purchase "G" rated movies, board games, berverage, popcorn, buckets and celphane to wrap with, incentives for parents to earn as rewards for time volunteered.	\$1750.00

-			
		10.00	
-			-,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
		T - 1 - 1	\$2000.00

Activity	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
Flier preparation and Assembly prep.	10	5	3	150

- K. Explain the school, student or family need this project will address: The above stated topics are of great interest to our families and by affording a movie night which would free up the parents to participant fully.
- L. How will this project increase parent participation in your school? By providing this information, parents and students will be encouraged to Use Vail Pittman ES. as a resource for much needed information in a nonthreatening manner.
- M. How will your school sustain this parent involvement after the project has been completed? By building on the excitement that this project has built, continue at no cost to have parenting programs brought into our school by various agencies.

# N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed	):			
ltem	Quantity	Cost per item	Purpose	Total Cost
Food product			Nutritional items provided for breaks	\$500.
Incentives			Books/movies/board games etc.	\$1000.
office supplies			Paper, markers, etc	\$500.

Total \$2000.	 	<u> </u>

Activity	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
Movie night/parent education nights	10	20	10	2000

- **K.** Explain the school, student or family need this project will address: This will address the need that parents have of needing materials at home to help reinforce the educational skills and objectives taught to their children at school. Parents will have the opportunity to explore the many different take home programs that we have to offer them, such as Leapfrog, English in a Flash, etc.
- L. How will this project increase parent participation in your school? Parents have the materials and necessary resources to assist their children, plus they know they can contact the school for any additional resources that they may need. Parents will develop a report with the staff outside the classroom.
- M. How will your school sustain this parent involvement after the project has been completed? Monthly newsletters in Spanish and English that contain blackline masters for educational materials to be made at home and suggestions for "Talk Abouts" roundtables will be organized according to grade level to facilitate communication among the teachers and parents.

# N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as needed):

needed):				_
! Item	Quantity	Cost per item	Purpose	Total Cost
Food			Nutrition Break	\$500.
Educational Supplies			paper, crayons, teacher resouce books, etc.	\$1000.
Incentives			Motivational materials to be raffled off to families	\$500.
				_

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	<u> </u>	 Total	\$2000.

Activity	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
Primary Make it Take it	10	3	3	90
Intermediate Make it Take it	10	3	3	90
		<u> </u>		
		· ·		

- **K.** Explain the school, student or family need this project will address: To reinforce the importance the adults play in the continuum of education and educational success of their children.
- **L.** How will this project increase parent participation in your school? This project will increase parent involvement by placing value and reward on an action that the parents have accomplished thus decreasing the stress that they felt in the school environment in the past. In addition to increasing the parents comfort level in regards to the use of the internet and web-based programing.
- M. How will your school sustain this parent involvement after the project has been completed? Continuing to afford the program to the community.

# N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed)

needec	<u>d):</u>			ATTION TO THE POST OF THE POST
ltem	Quantity	Cost per item	Purpose :	Total Cost
Food			refreshments	\$500.00
icentives			Books, computer programs, etc.	\$1000.00
office suppilies			paper, pens, blank CD's, etc.	\$500.00
	,			
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			<del></del>
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 	<del></del>	Total	\$2000.00

Activity	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
Monthly Web edcuation meeting	5	3	10	150

# Exhibit "B"

# **Section 1: Identifying Information**

School:		
Project Name:		
Reporting Period:	Start Date:	End Date:
Person Preparing Report:		
Phone Number:		
goals (described in the	ct accomplishment contract and Gra	es for this month. Identify which project ant Application) the organization has ern, project successes, and any other

Revised 2/2005

# City of Las Vegas PALS Grant Project Evaluation

Name of School:	
Project Name:	
Start Date: Er	nd Date:
Is this project ongoing?	
Person Preparing Report:  Title:	
Phone number:	
Number of participating parents:	
Project Evaluation	
Describe your project and its accomplishment	
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Section against the section of the s	

How were parents involved in the planning and implementation of this project?
How did this project accomplish the goals outlined in your grant application?
Were there any areas of concerns during the planning and implementation of
this project?
☐ Yes ☐ No
How did your planning team work together to address these concerns?
Parent Involvement
Do you feel this project helped to recruit more active parents in your school?
☐ Yes ☐ No
Why?
How will your school sustain and/or increase this level of parent involvement?

# City of Las Vegas PALS Volunteer Hour Log

School Name:
Project Title:
Date Volunteer's Name

### Parents As Learning Support Agreement Between the City Of Las Vegas and Arturo Cambeiro Elementary School

THIS AGREEMENT, made and entered into this day of CITY OF LAS VEGAS, a municipal corporation of the State of Nevada, hereinafter referred to as "CITY", and Arturo Cambeiro Elementary School, a Clark County School District elementary school duly organized under the laws of the State of Nevada, hereinafter referred to as "SUBRECIPIENT," whose primary mailing address at the date of execution is 2851 Harris Avenue, Las Vegas, NV 89101.

### WITNESSETH

WHEREAS, the CITY has allocated funds for the Parents As Learning Support program, hereinafter referred to as "PALS"; and

WHEREAS, the CITY is responsible for planning, administering, implementing, and evaluating the PALS program to ensure that it conforms to the PALS Program Guidelines and Las Vegas City Council goals; and

WHEREAS, CITY, as Grantor, wishes to engage "SUBRECIPIENT" to assist the CITY in utilizing such funds by providing services to meet the PALS Program's objectives, as follows:

- To assist school staff and administrators with establishing parents and school staff as partners in defining and addressing student needs
- To assist schools with identifying unengaged parents and developing strategies for involving them in school activities
- To improve student achievement
- To involve parents in a variety of functions/roles in the school
- To create a support system of families, school staff and community leaders who take responsibility for the safety and well-being of all students attending their school

NOW, THEREFORE, it is agreed between the parties hereto that;

### I. SCOPE OF SERVICE

### A. ACTIVITIES

"SUBRECIPIENT" will be responsible for administering FY2006-2007 PALS-funded program known as <u>Baile Folklorico Cambeiro</u> that provides activities eligible under the Parents As Learning Support Program as cited in the Scope of Services I.B.1, hereinafter referred to as "Program." It is expressly agreed and understood that the total amount to be provided by the CITY under this Agreement shall not exceed \$2,500.00 in PALS funds to be allocated in accordance with the Program Budgets as detailed in Exhibit "A," attached. "SUBRECIPIENT" hereby agrees to utilize said PALS funds made available pursuant to this Agreement to supplement rather than supplant funds otherwise available.

### B. PROGRAM DESCRIPTION

1. Scope of Services to be Provided

### Purpose of Services:

Funding will be used to plan and implement school based projects to increase parent involvement in school activities and increase communication between parents and school staff.

### Tasks to be Performed:

 Baile Folklorico Cambeiro - Host cultural dance classes for students using parents as volunteers

### Level of Service to be Provided:

Projects will increase the number of parent volunteers and provide parents with an active role in their student's education and development.

### Measurable Goals for Grant period:

- Number of parent volunteers
- Number of participating parents

"SUBRECIPIENT" hereby agrees to meet the goals as stated above, to the greatest extent feasible, in order to ensure the success of the Program.

2. The "SUBRECIPIENT" hereby appoints the following representative to attend any meetings of the neighborhood organization in partnership with the City of Las Vegas, Neighborhood Services Department:

**Dolores Rodriguez, School Project Team Leader**, or a designee chosen at the discretion of SUBRECIPIENT.

### C. Program Reporting

"SUBRECIPIENT" will be required to collect for and provide to the CITY Program accomplishments and usage records beginning **October 18, 2006** or the date first written above, until **June 1, 2007**, unless this Agreement is modified at the express consent of the CITY and "SUBRECIPIENT." "SUBRECIPIENT" shall submit, on a monthly basis, and on occasion upon request of the CITY, a Monthly Progress Report, Project Evaluation Reports and Volunteer Hour Logs, the forms for which are attached as Exhibit "B". These reports shall accompany each request for expenditure or reimbursement of funds. Failure to submit said reports in a timely manner may delay purchases or reimbursement to "SUBRECIPIENT" for grant-eligible Program expense. Records and reports shall contain, but not be limited to, the following data:

 Statement of Program goals cited in "SUBRECIPIENT" application and measurable accomplishments toward achieving said goals through reporting date of said report.

- 2) Whenever applicable, written narrative of activities. Written narrative and description of services shall be included in each monthly report.
- 3) Volunteer Hour Logs should be submitted with copies of written materials which document the expenditure of the donated good(s), which are reported. This documentation will include: letters from professionals, identifying the donation they have made and its value, vendor receipts for donated goods or receipts for expenditures paid by funds raised by the "SUBRECIPIENT".
- 4) The "SUBRECIPIENT" shall provide a copy of all written reports developed for the Project to the CITY. These may be included with the Project Evaluation Report or under separate cover. Materials which help document the progress of the Project include: project meeting or event flyers, project meeting minutes, draft reports, final reports, photographs, timelines, job descriptions, contractor contracts, and participant interviews, and videos.
- 5) The "SUBRECIPIENT" shall provide a final, brief, written report that summarizes the Project's successes and lessons learned.

These reports will be forwarded to the City of Las Vegas Neighborhood Services Department, ATTN: Neighborhood Initiatives Division. CITY will monitor the performance of "SUBRECIPIENT" against goals and performance standards required herein. Substandard performance as determined by CITY will constitute non-compliance with this Agreement.

If action to correct such substandard performance is not taken by "SUBRECIPIENT" within a reasonable period of time after being notified by CITY, contract suspension or termination procedures will be initiated.

### D. TIME OF PERFORMANCE

This Agreement provides for PALS funding of "SUBRECIPIENT" program rendered in accordance with this Agreement from October 18, 2006, or the date first written above, through June 1, 2007. The CITY shall bear no liability to fund or provide payment for "SUBRECIPIENT" program services in the event that no PALS grant award funds are received during fiscal year 2006-2007. Furthermore, the CITY shall be liable only for payment proportional to the extent that PALS grant award funds are appropriated and allocated by the CITY. "SUBRECIPIENT" program expenses incurred after October 18, 2006, but prior to execution of this Agreement will not be reimbursed.

### **II. CITY GENERAL CONDITIONS**

### A. COMPLIANCE WITH OTHER APPLICABLE STATUTES AND REGULATIONS

"SUBRECIPIENT" shall obtain any and all Federal, State, and Local permits and licenses required to execute the Project or Program as described in the Agreement's Scope of Services. "SUBRECIPIENT" further agrees to abide by all applicable Federal, State, and Local codes, regulations, statutes, ordinances, and laws.

### B. SUBRECIPIENT RETAINS EXCLUSIVE RIGHT OF PERFORMING SERVICES

"SUBRECIPIENT" has requested financial support of the CITY to enable "SUBRECIPIENT" to provide the services contemplated in Section I. The CITY shall have no relationship whatsoever with the services contemplated herein except the provision of financial support and the receipt of reports as provided herein. In any and all events, the services contemplated herein shall be rendered at the time, in the manner and under circumstances determined solely and exclusively by "SUBRECIPIENT," subject only to review by the City of Las Vegas, Neighborhood Services Director or other designee of the Neighborhood Services Director to assure continuing eligibility for PALS funding.

### C. INDEMNIFICATION

"SUBRECIPIENT" agrees to protect, defend, indemnify and save harmless the CITY from and against any and all liability, damages, claims, suits, liens, and judgments of whatever nature, including but not limited to, claims for contribution and/or indemnification for injuries to or death of any person or persons, caused by, in connection with, or arising out of any activities undertaken pursuant to this Agreement. "SUBRECIPIENT's" obligation to protect, defend, indemnify, and save harmless as set forth in this paragraph, shall include any and all attorneys' fees incurred by the CITY in the defense and/or handling of said suits, demands, judgments, liens, claims and the like and all attorneys' fees and investigation expenses incurred by the CITY in enforcing and/or obtaining compliance with the provisions of this paragraph.

### D. LIMIT ON ASSIGNMENT OF INTEREST

"SUBRECIPIENT" may not assign any part of its rights in this Agreement without consent of CITY. Any such assignment of rights without consent of CITY shall result in the forfeiture of all compensation, or any part thereof, as determined by CITY.

### E. ON-SITE MONITORING

Projects and programs funded under this Agreement will be subject to on-site monitoring by duly authorized CITY representatives. Said representatives will be announced, at a minimum, 24 hours in advance of such visits. The representatives may request, and be granted access to records. Representatives may, on occasion, interview Program volunteers and participants who volunteer to be interviewed.

### F. ACCESS TO RECORDS

At any time during normal business hours, "SUBRECIPIENT'S" records, with respect to matters covered by this Agreement shall be made available for audit, examination, and review by CITY representatives.

### G. INSURANCE

If "SUBRECIPIENT" uses a vehicle in providing its services, it shall carry or provide a Comprehensive Automobile Liability Insurance covering bodily injury and property damage, with a minimum comprehensive single limit liability of \$1,000,000.00.

The CITY shall be named as an additional insured in all policies of insurance obtained pursuant to this Agreement. The CITY shall be furnished evidence that the foregoing insurance coverage(s) are in effect, and the CITY shall be notified at least thirty (30) days prior to the cancellation or material change of any such coverage.

### **III. OTHER GENERAL CONDITIONS**

### A. RELIGIOUS ACTIVITIES

As a general rule, in accordance with First Amendment Church/State Principles, PALS assistance may not be used for religious activities or provided to primarily religious entities for any activities, including secular activities.

### B. POLITICAL ACTIVITIES

"SUBRECIPIENT" will comply with this section, which prohibits the use of PALS funds to finance the use of facilities or equipment for political purposes or to engage in other partisan political activities, such as candidate forums, voter transportation, or voter registration.

### C. PROGRAM INCOME

"SUBRECIPIENT" agrees that program income, includes, but is not limited to, the following:

- Proceeds from the disposition by sale or long-term lease of real property purchased or improved with PALS funds;
- 2. Proceeds from the disposition of equipment purchased with PALS funds;
- 3. Gross income from the use or rental of real or personal property acquired by "SUBRECIPIENT" with PALS funds, less costs incidental to generation of the income:
- 4. Gross income from the use or rental of real property, owned by "SUBRECIPIENT," that was constructed or improved with PALS funds, less costs incidental to generation of the income; and
- 5. Interest earned on program income pending its disposition.

### D. DISPOSITION OF PROGRAM INCOME

Income from the Project may be retained by "SUBRECIPIENT" provided that written notification is given to the Neighborhood Services Director and that the income is to be used for the exclusive benefit of the Program.

### E. EXPIRATION OR REVOCATION OF AGREEMENT

Upon the expiration or revocation of this Agreement, "SUBRECIPIENT" shall transfer to CITY any PALS funds on hand at the time of expiration or revocation and any accounts receivable attributable to the use of PALS funds.

### IV. FINANCIAL MANAGEMENT

### A. REIMBURSEMENT

The CITY shall reimburse the "SUBRECIPIENT" only for expenses paid or incurred as outlined in Exhibit A, provided the expenditures are made after the Project's start date and before the completion date as indicated in Section I.D. Subject to the approval of the CITY, the CITY may make direct payment to vendors, using a procurement credit car "P-Card" for purchases less than \$1,000 or a Direct Payment Request "DPR" for purchases greater than \$1,000, in the event "SUBRECIPIENT" does not have sufficient funds to utilize reimbursement process.

### B. DOCUMENTATION OF COSTS

Project Progress Report shall be submitted by the "SUBRECIPIENT" with Supporting Documentation form to the CITY. All costs submitted to CITY for reimbursement or vendor payment shall be recorded by budget line-items and be supported by properly executed time records, invoices, contracts, or vouchers, or other official documentation evidencing in proper detail the nature and propriety of the charge. All checks, invoices, contracts, and vouchers, orders or other accounting documents pertaining in whole or in part to the Agreements, shall be thoroughly identified and readily accessible.

### C. FINANCIAL RECORDKEEPING

Financial records pertaining to all invoices, materials, payrolls, personnel records, and other data concerning matters related to or arguably related to this Agreement may be requested from "SUBRECIPIENT" by duly authorized CITY representatives.

### D. RECORDS

Program records shall be maintained in accordance with CITY requirements with respect to all matters covered by this Agreement. Such records shall be maintained for a period of four years after the term of this Agreement expires (a five year retention period).

### E. PROGRAM BUDGET

Invoice expenditures eligible for payment by the CITY will be in accordance with the Project budget delineated in Exhibit "A" and subject to any conditions imposed in the Scope of Services, to include monthly reports and narratives when seeking reimbursement from the City for Project costs. "SUBRECIPIENT" shall not make any changes in the Project budget unless permission is obtained in writing from the CITY.

### F. METHOD OF PAYMENT

The CITY shall reimburse valid invoices for approved Project budget expenditures identified in Exhibit "A" of this Agreement. Before paying such expenses, the CITY will review invoice expenditures to determine their consistency with the approved eligible expenditures, the scope of services, pursuant to this Agreement. The CITY reserves the right to refuse reimbursement for expenses, which are PALS-ineligible or which are not within the scope of this Agreement. Reimbursement requests shall include reports and narratives as detailed in "Scope of Services" section of this Agreement.

### G. UNEXPENDED FUNDS

In the event that CITY staff anticipates the total amount of funds allocated for this Agreement will not be expended in the time and manner prescribed in this Agreement, the CITY reserves the right to that portion for other Projects/programs operating under the CITY's PALS Program. An extension of an **June 1, 2007** deadline may be authorized in writing by the CITY Neighborhood Services Director or other designee of the Neighborhood Services Director.

### H. ACCOUNTING METHODS

Expenditures charged to CITY fiscal year **2006-2007** PALS funds will be accounted for in a ledger separate from all other revenue sources. These records shall be maintained by "SUBRECIPIENT."

# I. NON-EXPENDABLE PERSONAL PROPERTY, DEPRECIATION SCHEDULES, AND DISPOSITION OF PROPERTY

- 1) Non-expendable personal property will be defined as any property either tangible or intangible other than real property as defined herein which has a unit acquisition cost of \$1000 or more and a useful life of more than one year.
- 2) Organization purchasing or receiving non-expendable personal property as part of their project will give CITY rights to the non-expendable personal property for three years from the date of purchase. Should the organization be dissolved or should the non-expendable personal property not be used in accordance with the grant agreement, CITY will have the right to reappropriate the non-expendable personal property. Examples of non-expendable personal property are vehicles and computer equipment. If said property is a vehicle, the City shall be named as a lien-holder on the title.

### V. MODIFICATION OR TERMINATION OF AGREEMENT

### A. AMENDMENT OR REVISION REQUIRED BY CITY

"SUBRECIPIENT" and the CITY hereby agree to amend or otherwise revise this Agreement should such modification be required by CITY and/or any applicable federal statutes or regulations.

### **B. TERMINATION**

If "SUBRECIPIENT" fails to fulfill in a timely and proper manner its obligation under this Agreement or shall violate any of the covenants, agreements or stipulations of this Agreement, the CITY shall thereupon have the right to suspend or terminate this Agreement and specify the effective date thereof. Such notice shall be given no less than ten (10) days before the effective date of such termination and sent to "SUBRECIPIENT" at **2851 Harris Avenue, Las Vegas, NV 89101.** 

### PROVISIONS REQUIRED BY LAW DEEMED INSERTED C.

Each and every provision of law and clause required by law to be inserted in this Agreement will be deemed to be inserted herein, and this Agreement shall be read and enforced as though it were included herein and if through mistake or otherwise any such provisions not inserted, or is not correctly inserted, then upon the application of either party this Agreement shall forthwith be physically amended to make such insertion.

IN WITNESS WHEREOF, this Agreement has been executed by duly authorized representatives of each party the day and year first above written.

CITY OF LAS VEGAS	Arturo Cambeiro Elementary School, "SUBRECIPIENT"
Stephen Harsin, Director	Dolores Rodriguez, SCHOOL PROJECT LEADER
ATTEST.	ATTEST:

By: Beverly K. Bridges **Chief Deputy City Clerk** 

APPROVED AS TO FORM: Denticelo 10/18/04

# Exhibit "A"

- **L.** How will this project increase parent participation in your school? The school's baile folklorico has been active for the past three years. It is a program that offers opportunity in the arts for students and parents.
- **M.** How will your school sustain this parent involvement after the project has been completed? The chool will continue to psupport the volunteer effort of the teacher and the students who participate by providing space to practice, a venue to performe and opportunities for parents to share their time by creating costudmes, and spending time with students.

### N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as needed):

needed).				
Item	Quantity	Cost per item	Purpose	Total Cost
Materials for Costumes	24	\$25.00	Material to be made into costumes for ballet use	\$600.00
Material for Headpieces	24	\$8.33	Headpieces for girl's costumes	\$200.00
Soundsystem	1	\$700.00	Upgrade the sound system for practice an performance from a record player.	\$700.00
Dance Music on CD (collection)	1	\$100.00	Upgrade the music the ballet will dance to from phonograph to CD	\$100.00
Boys Hats	24	\$16.66	Boys hats for performance	\$400.00

		····	
	,		
		Total	\$2000

### O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

Activity	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
Teaching Students	2	1.5	16	45
Parents to sew and prepare costumes	14	5	1	70
Headpieces	5	2	1	10
Parents to help supervise, and assist on program day	5	2	1	10
	ete randi seleste la materia e contra de la c			
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# Exhibit "B"

# **Section 1: Identifying Information**

	_			
School:				
Project Name:				
Reporting Period:	Start Date:	End	Date:	
Person Preparing Report:				
Phone Number:				
Section 2: Report Na Please describe your project goals (described in the c addressed. Also document pertinent information.	t accomplishments contract and Grar	it Application) th	ne organizatio	on nas

# City of Las Vegas PALS Grant Project Evaluation

Name of School:	
Project Name:	
	End Date:
Is this project ongoing?	<b>O</b>
Person Preparing Report:	
Title:	
Phone number:	
Number of participating parents:  Number of participating staff:	
Project Evaluation	
Describe your project and its accomplishmen	
·	

How were parents involved in the planning and implementation of this	project?
How did this project accomplish the goals outlined in your grant applic	ation?
Were there any areas of concerns during the planning and implement	ation of
this project?	
□ Yes □ No	
How did your planning team work together to address these concerns?	<b></b>
Parent Involvement	
	hool?
Do you feel this project helped to recruit more active parents in your sc	110019
☐ Yes ☐ No	
Why?	
-	
low will your school sustain and/or increase this level of parent involver	ment?

# City of Las Vegas PALS Volunteer Hour Log

school Name:		
Project Title:		
Date Volunteer's Name Activities Performed Time In	Time in	Time Total

### Parents As Learning Support Agreement Between the City Of Las Vegas and Howard Hollingsworth Elementary School

THIS AGREEMENT, made and entered into this \( \frac{\Q}{\Q} \) day of \( \frac{\text{October.}}{\text{October.}} \) 2006 by and between the CITY OF LAS VEGAS, a municipal corporation of the State of Nevada, hereinafter referred to as "CITY", and \( \frac{\text{Howard Hollingsworth Elementary School.}}{\text{october.}} \), a Clark County School District elementary school duly organized under the laws of the State of Nevada, hereinafter referred to as "SUBRECIPIENT," whose primary mailing address at the date of execution is 1776 E. Ogden Avenue, Las Vegas, NV 89101.

### WITNESSETH

WHEREAS, the CITY has allocated funds for the Parents As Learning Support program, hereinafter referred to as "PALS"; and

WHEREAS, the CITY is responsible for planning, administering, implementing, and evaluating the PALS program to ensure that it conforms to the PALS Program Guidelines and Las Vegas City Council goals; and

WHEREAS, CITY, as Grantor, wishes to engage "SUBRECIPIENT" to assist the CITY in utilizing such funds by providing services to meet the PALS Program's objectives, as follows:

- To assist school staff and administrators with establishing parents and school staff as partners in defining and addressing student needs
- To assist schools with identifying unengaged parents and developing strategies for involving them in school activities
- To improve student achievement
- To involve parents in a variety of functions/roles in the school
- To create a support system of families, school staff and community leaders who take responsibility for the safety and well-being of all students attending their school

NOW, THEREFORE, it is agreed between the parties hereto that;

### I. SCOPE OF SERVICE

### A. ACTIVITIES

"SUBRECIPIENT" will be responsible for administering FY2006-2007 PALS-funded programs known as <u>School Volunteers</u>, <u>Parenting Classes</u>, <u>Family Writing Night</u>, <u>Science Fair</u>, <u>Art Workshops and Parent/School Development</u> that provide activities eligible under the Parents As Learning Support Program as cited in the Scope of Services I.B.1, hereinafter referred to as "Program." It is expressly agreed and understood that the total amount to be provided by the CITY under this Agreement shall not exceed \$7,500.00 in PALS funds to be allocated in accordance with the Program Budgets as detailed in Exhibit "A," attached. "SUBRECIPIENT" hereby agrees to utilize said PALS funds made available pursuant to this Agreement to supplement rather than supplant funds otherwise available.

### B. PROGRAM DESCRIPTION

Scope of Services to be Provided

### Purpose of Services:

Funding will be used to plan and implement school based projects to increase parent involvement in school activities and increase communication between parents and school staff.

### Tasks to be Performed:

- School Volunteers Provide training for parents interested in serving as school volunteers
- Parenting Classes Host workshops on parenting skills in the school's parent center
- Family Writing Night Host workshops to help parents and students learn writing strategies
- Science Fair Host a school science fair competition judged by volunteer parents
- Art Workshops Host an after school art workshops for parents and students
- Parent/School Development Host workhoops to help parents develop their language and literacy skills

### Level of Service to be Provided:

Projects will increase the number of parent volunteers and provide parents with an active role in their student's education and development.

### Measurable Goals for Grant period:

- Number of parent volunteers
- Number of participating parents

"SUBRECIPIENT" hereby agrees to meet the goals as stated above, to the greatest extent feasible, in order to ensure the success of the Program.

2. The "SUBRECIPIENT" hereby appoints the following representative to attend any meetings of the neighborhood organization in partnership with the City of Las Vegas, Neighborhood Services Department:

Mayte Heredia, School Project Team Leader, or a designee chosen at the discretion of SUBRECIPIENT.

### C. Program Reporting

"SUBRECIPIENT" will be required to collect for and provide to the CITY Program accomplishments and usage records beginning October 18, 2006 or the date first written above, until June 1, 2007, unless this Agreement is modified at the express consent of the CITY and "SUBRECIPIENT." "SUBRECIPIENT" shall submit, on a monthly basis, and on occasion upon request of the CITY, a Monthly Progress Report, Project Evaluation Reports and Volunteer Hour Logs, the forms for which are attached as Exhibit "B". These reports shall accompany each request for expenditure or reimbursement of funds. Failure to submit said reports in a timely manner may delay purchases or reimbursement to "SUBRECIPIENT" for grant-eligible Program expense. Records and reports shall contain, but not be limited to, the following data:

- Statement of Program goals cited in "SUBRECIPIENT" application and measurable accomplishments toward achieving said goals through reporting date of said report.
- 2) Whenever applicable, written narrative of activities. Written narrative and description of services shall be included in each monthly report.
- 3) Volunteer Hour Logs should be submitted with copies of written materials which document the expenditure of the donated good(s), which are reported. This documentation will include: letters from professionals, identifying the donation they have made and its value, vendor receipts for donated goods or receipts for expenditures paid by funds raised by the "SUBRECIPIENT".
- 4) The "SUBRECIPIENT" shall provide a copy of all written reports developed for the Project to the CITY. These may be included with the Project Evaluation Report or under separate cover. Materials which help document the progress of the Project include: project meeting or event flyers, project meeting minutes, draft reports, final reports, photographs, timelines, job descriptions, contractor contracts, and participant interviews, and videos.
- 5) The "SUBRECIPIENT" shall provide a final, brief, written report that summarizes the Project's successes and lessons learned.

These reports will be forwarded to the City of Las Vegas Neighborhood Services Department, ATTN: Neighborhood Initiatives Division. CITY will monitor the performance of "SUBRECIPIENT" against goals and performance standards required herein. Substandard performance as determined by CITY will constitute non-compliance with this Agreement.

If action to correct such substandard performance is not taken by "SUBRECIPIENT" within a reasonable period of time after being notified by CITY, contract suspension or termination procedures will be initiated.

### D. TIME OF PERFORMANCE

This Agreement provides for PALS funding of "SUBRECIPIENT" program rendered in accordance with this Agreement from October 18, 2006, or the date first written above, through June 1, 2007. The CITY shall bear no liability to fund or provide payment for "SUBRECIPIENT" program services in the event that no PALS grant award funds are received during fiscal year 2006-2007. Furthermore, the CITY shall be liable only for payment proportional to the extent that PALS grant award funds are appropriated and allocated by the CITY. "SUBRECIPIENT" program expenses incurred after October 18, 2006, but prior to execution of this Agreement will not be reimbursed.

### **II. CITY GENERAL CONDITIONS**

### A. COMPLIANCE WITH OTHER APPLICABLE STATUTES AND REGULATIONS

"SUBRECIPIENT" shall obtain any and all Federal, State, and Local permits and licenses required to execute the Project or Program as described in the Agreement's Scope of Services. "SUBRECIPIENT" further agrees to abide by all applicable Federal, State, and Local codes, regulations, statutes, ordinances, and laws.

### B. SUBRECIPIENT RETAINS EXCLUSIVE RIGHT OF PERFORMING SERVICES

"SUBRECIPIENT" has requested financial support of the CITY to enable "SUBRECIPIENT" to provide the services contemplated in Section I. The CITY shall have no relationship whatsoever with the services contemplated herein except the provision of financial support and the receipt of reports as provided herein. In any and all events, the services contemplated herein shall be rendered at the time, in the manner and under circumstances determined solely and exclusively by "SUBRECIPIENT," subject only to review by the City of Las Vegas, Neighborhood Services Director or other designee of the Neighborhood Services Director to assure continuing eligibility for PALS funding.

### C. INDEMNIFICATION

"SUBRECIPIENT" agrees to protect, defend, indemnify and save harmless the CITY from and against any and all liability, damages, claims, suits, liens, and judgments of whatever nature, including but not limited to, claims for contribution and/or indemnification for injuries to or death of any person or persons, caused by, in connection with, or arising out of any activities undertaken pursuant to this Agreement. "SUBRECIPIENT's" obligation to protect, defend, indemnify, and save harmless as set forth in this paragraph, shall include any and all attorneys' fees incurred by the CITY in the defense and/or handling of said suits, demands, judgments, liens, claims and the like and all attorneys' fees and investigation expenses incurred by the CITY in enforcing and/or obtaining compliance with the provisions of this paragraph.

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"SUBRECIPIENT" may not assign any part of its rights in this Agreement without consent of CITY. Any such assignment of rights without consent of CITY shall result in the forfeiture of all compensation, or any part thereof, as determined by CITY.

### E. ON-SITE MONITORING

Projects and programs funded under this Agreement will be subject to on-site monitoring by duly authorized CITY representatives. Said representatives will be announced, at a minimum, 24 hours in advance of such visits. The representatives may request, and be granted access to records. Representatives may, on occasion, interview Program volunteers and participants who volunteer to be interviewed.

### F. ACCESS TO RECORDS

At any time during normal business hours, "SUBRECIPIENT'S" records, with respect to matters covered by this Agreement shall be made available for audit, examination, and review by CITY representatives.

### G. INSURANCE

If "SUBRECIPIENT" uses a vehicle in providing its services, it shall carry or provide a Comprehensive Automobile Liability Insurance covering bodily injury and property damage, with a minimum comprehensive single limit liability of \$1,000,000.00.

The CITY shall be named as an additional insured in all policies of insurance obtained pursuant to this Agreement. The CITY shall be furnished evidence that the foregoing insurance coverage(s) are in effect, and the CITY shall be notified at least thirty (30) days prior to the cancellation or material change of any such coverage.

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### A. RELIGIOUS ACTIVITIES

As a general rule, in accordance with First Amendment Church/State Principles, PALS assistance may not be used for religious activities or provided to primarily religious entities for any activities, including secular activities.

### B. POLITICAL ACTIVITIES

"SUBRECIPIENT" will comply with this section, which prohibits the use of PALS funds to finance the use of facilities or equipment for political purposes or to engage in other partisan political activities, such as candidate forums, voter transportation, or voter registration.

### C. PROGRAM INCOME

"SUBRECIPIENT" agrees that program income, includes, but is not limited to, the following:

- 1. Proceeds from the disposition by sale or long-term lease of real property purchased or improved with PALS funds;
- 2. Proceeds from the disposition of equipment purchased with PALS funds;
- Gross income from the use or rental of real or personal property acquired by "SUBRECIPIENT" with PALS funds, less costs incidental to generation of the income;
- 4. Gross income from the use or rental of real property, owned by "SUBRECIPIENT," that was constructed or improved with PALS funds, less costs incidental to generation of the income; and
- 5. Interest earned on program income pending its disposition.

### D. DISPOSITION OF PROGRAM INCOME

Income from the Project may be retained by "SUBRECIPIENT" provided that written notification is given to the Neighborhood Services Director and that the income is to be used for the exclusive benefit of the Program.

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Upon the expiration or revocation of this Agreement, "SUBRECIPIENT" shall transfer to CITY any PALS funds on hand at the time of expiration or revocation and any accounts receivable attributable to the use of PALS funds.

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### A. REIMBURSEMENT

The CITY shall reimburse the "SUBRECIPIENT" only for expenses paid or incurred as outlined in Exhibit A, provided the expenditures are made after the Project's start date and before the completion date as indicated in Section I.D. Subject to the approval of the CITY, the CITY may make direct payment to vendors, using a procurement credit car "P-Card" for purchases less than \$1,000 or a Direct Payment Request "DPR" for purchases greater than \$1,000, in the event "SUBRECIPIENT" does not have sufficient funds to utilize reimbursement process.

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In the event that CITY staff anticipates the total amount of funds allocated for this Agreement will not be expended in the time and manner prescribed in this Agreement, the CITY reserves the right to that portion for other Projects/programs operating under the CITY's PALS Program. An extension of an **June 1, 2007** deadline may be authorized in writing by the CITY Neighborhood Services Director or other designee of the Neighborhood Services Director.

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Expenditures charged to CITY fiscal year **2006-2007** PALS funds will be accounted for in a ledger separate from all other revenue sources. These records shall be maintained by "SUBRECIPIENT."

# I. NON-EXPENDABLE PERSONAL PROPERTY, DEPRECIATION SCHEDULES, AND DISPOSITION OF PROPERTY

- 1) Non-expendable personal property will be defined as any property either tangible or intangible other than real property as defined herein which has a unit acquisition cost of \$1000 or more and a useful life of more than one year.
- 2) Organization purchasing or receiving non-expendable personal property as part of their project will give CITY rights to the non-expendable personal property for three years from the date of purchase. Should the organization be dissolved or should the non-expendable personal property not be used in accordance with the grant agreement, CITY will have the right to reappropriate the non-expendable personal property. Examples of non-expendable personal property are vehicles and computer equipment. If said property is a vehicle, the City shall be named as a lien-holder on the title.

### V. MODIFICATION OR TERMINATION OF AGREEMENT

### A. AMENDMENT OR REVISION REQUIRED BY CITY

"SUBRECIPIENT" and the CITY hereby agree to amend or otherwise revise this Agreement should such modification be required by CITY and/or any applicable federal statutes or regulations.

### **B.** TERMINATION

If "SUBRECIPIENT" fails to fulfill in a timely and proper manner its obligation under this Agreement or shall violate any of the covenants, agreements or stipulations of this Agreement, the CITY shall thereupon have the right to suspend or terminate this Agreement and specify the effective date thereof. Such notice shall be given no less than ten (10) days before the effective date of such termination and sent to "SUBRECIPIENT" at 1776 E. Ogden Avenue, Las Vegas, NV 89101.

### C. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Each and every provision of law and clause required by law to be inserted in this Agreement will be deemed to be inserted herein, and this Agreement shall be read and enforced as though it were included herein and if through mistake or otherwise any such provisions not inserted, or is not correctly inserted, then upon the application of either party this Agreement shall forthwith be physically amended to make such insertion.

IN WITNESS WHEREOF, this Agreement has been executed by duly authorized representatives of each party the day and year first above written.

CITY	OF	LAS	VE	GAS
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Howard Hollingsworth Elementary School, "SUBRECIPIENT"

Stephen Halfsin, Director

Mayte Heredia, 8CHOOL PROJECT LEADER

ATTEST:

ATTEST:

BARBARA JO RONEMUS, CITY WERK By: Beverly K. Bridges

Chief Deputy City Clerk

COUNCIL ACTION: October 18,200

APPROVED AS TO FORMS

10/19/04

# Exhibit "A"

M. How will your school sustain this parent involvement after the project has been completed? Parents will always be welcome at the school. The appreciation luncheon will also recognize their efforts and will encourage parents to continue to volunteer.

N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed): Total Cost per Purpose Cost Quantity Item item \$500.00 Shirts for parents \$10.00 t-shirts 50 \$500.00 Appreciation Luncheon for parents Luncheon

		1
 	 Total	\$1000.00
	IOIGI	DI DOMEON

## O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

planning and implementation in the second se							
Activity	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity			
Parent Volunteers	100	4	40	16000			
				,			

M. How will your school sustain this parent involvement after the project has been completed? Parent can form support groups and meet at the Parent Center to address issues that they are having with their children.

N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed	l):			
Item	Quantity	Cost per item		Total Cost
Active Parenting	1	599.00	Train Parents on becoming active parents	599.00
Padres Activos	1	429.00	Train Parents on becoming active parents	429.00
		····		

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			and the second s
	 	Total	1കാള കെ
		IOIGI	1028.00

## O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

Activity	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
	·			

M. How will your school sustain this parent involvement after the project has been completed? This will be an annual event.

N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed)			I San	- Tojol
ltem	Quantity	Cost per item	Purpose	Cost
1st place	20	0.34	Prizes for science project	6.80
2 <sup>nd</sup> place	20	0.34	Prizes for science project	6.80
3 <sup>rd</sup> place	20	0.34	Prizes for science project	6.80
honorable	100	0.34	Prizes for science project	34.00
door prizes	5	30.00	Given as door prizes	150.00
display boards	100	6.00	To display students work	600.00
Dograda	1	200	Refreshments	200.00
			·	
			28	

		-		
L	<u> </u>		Total	1004.40

### O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

Activity	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
Science Fair	20	2	1	40
				·

- L. How will this project increase parent participation in your school? Parents will be familiar with this annual event and they will be more willing to participate.
- M. How will your school sustain this parent involvement after the project has been completed? Parents will be invited to participate in the school setting and they will already know the strategies for writing after participating in the writing night activities.

N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed	<i>a</i> j.			
Item	Quantity	Cost per item	Purpose	Total Cost
149471	4 sets	11.88	Primary journals to give away	47.52
149482	8 sets	11.88	Secondary journals to give away	95.04
150156	18 sets	2.95	Pencils to give away	53.10
	2	65.00	Leap Pads	130.00
	4	15.00	Leap Pad Books	60.00
	5	5.00	Baskets for door prizes	25.00
	15	25.00	Educational supplies for gift baskets	375.00
		200.00	Refreshments	200.00
1				

- 1 2 - 2 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -			
	<u> </u>	 Total	985.66

### O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

Aclivity	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
Writing Night	20	4	1	80

M. How will your school sustain this parent involvement after the project has been completed? If the program is a success, it will be open to students at all grade levels next year.

N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

Item Quantity Cost per Item Purpose snacks 45 \$10.00 snacks for students costumes paper 5 250.00 Paper for flyers & programs	
snacks 45 \$10.00 snacks for students costumes presentations	Total Cost
costumes presentations	450.00
paper 5 250.00 Paper for flyers & programs	300.00
	250.00

		Total	\$1000.00

# O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
50	1	40	2000
		, , , ,	
	50	50 1	volunteers of hours firmes per year.  50 1 40

M. How will your school sustain this parent involvement after the project has been completed? Parent will be able to check out material whenever they need it.

N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed)

needed	a):			n land Single Action (States of States
ltem.	Quantity	Cost per item	1019039	Total Cost
Leap Pads	25	65.00	Train Parents on becoming active parents	1625.00
Books	37	10.00	Train Parents on becoming active parents	370.00

		1						
L	l		 	 	To	otal	1995:0	0

# O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

Activity	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
	· · · · · · · · · · · · · · · · · · ·			
<u> </u>				

# Exhibit "B"

# **Section 1: Identifying Information**

				$\neg$
School:				
Project Name:				
Reporting Period:	Start Date:	End	Date:	
Person Preparing Report:				
Phone Number:				
Section 2: Report N  Please describe your project goals (described in the of addressed. Also document pertinent information.	et accomplishmen contract and Gr	ant Application) t	he organization l	has

# City of Las Vegas PALS Grant Project Evaluation

Name of School:	
Project Name:	day.
Start Date:	End Date:
Is this project ongoing?	0
Person Preparing Report:	
Title:	And the second s
Phone number:	
Number of participating parents:	
Number of participating staff:	
Project Evaluation (	
Describe your project and its accomplishmen	its:
	42

How were parents involved in the planning and implementa	tion of this project?
How did this project accomplish the goals outlined in your g	rant application?
	A COLUMN TO THE
	4.00
	4.
	<u> </u>
Were there any areas of concerns during the planning and i	mplementation of
this project?	
☐ Yes ☐ No	
How did your planning team work together to address these	concerns?
Parent Involvement	
Do you feel this project helped to recruit more active parent	ts in your school?
☐ Yes ☐ No	
Why?	
How will your school sustain and/or increase this level of pare	ent involvement?

# City of Las Vegas PALS Volunteer Hour Log

School Name:		
Project Title:		
	Time	<u>-</u>
Acityities Performed	Time In Out H	Hours

# Parents As Learning Support Agreement Between the City Of Las Vegas and John S. Park Elementary School

THIS AGREEMENT, made and entered into this following day of october, 2006 by and between the CITY OF LAS VEGAS, a municipal corporation of the State of Nevada, hereinafter referred to as "CITY", and John S. Park Elementary School, a Clark County School District elementary school duly organized under the laws of the State of Nevada, hereinafter referred to as "SUBRECIPIENT," whose primary mailing address at the date of execution is 931 Franklin Avenue, Las Vegas, NV 89104.

# WITNESSETH

WHEREAS, the CITY has allocated funds for the Parents As Learning Support program, hereinafter referred to as "PALS"; and

WHEREAS, the CITY is responsible for planning, administering, implementing, and evaluating the PALS program to ensure that it conforms to the PALS Program Guidelines and Las Vegas City Council goals; and

WHEREAS, CITY, as Grantor, wishes to engage "SUBRECIPIENT" to assist the CITY in utilizing such funds by providing services to meet the PALS Program's objectives, as follows:

- To assist school staff and administrators with establishing parents and school staff as partners in defining and addressing student needs
- To assist schools with identifying unengaged parents and developing strategies for involving them in school activities
- To improve student achievement
- To involve parents in a variety of functions/roles in the school
- To create a support system of families, school staff and community leaders who take responsibility for the safety and well-being of all students attending their school

NOW, THEREFORE, it is agreed between the parties hereto that;

# I. SCOPE OF SERVICE

### A. ACTIVITIES

"SUBRECIPIENT" will be responsible for administering FY2006-2007 PALS-funded programs known as <u>Soccer Fun, Welcoming and Informing, Believe and Achieve Parents as Learning Support</u> that provide activities eligible under the Parents As Learning Support Program as cited in the Scope of Services I.B.1, hereinafter referred to as "Program." It is expressly agreed and understood that the total amount to be provided by the CITY under this Agreement shall not exceed \$7,000.00 in PALS funds to be allocated in accordance with the Program Budgets as detailed in Exhibit "A," attached. "SUBRECIPIENT" hereby agrees to utilize said PALS funds made available pursuant to this Agreement to supplement rather than supplant funds otherwise available.

# B. PROGRAM DESCRIPTION

Scope of Services to be Provided

# Purpose of Services:

Funding will be used to plan and implement school based projects to increase parent involvement in school activities and increase communication between parents and school staff.

# Tasks to be Performed:

- Soccer Fun Host a soccer clinic for students suing parents as volunteers
- Welcoming and Informing Create posters, stickers and banners to publicize school events
- Believe and Achieve Parents as Learning Support Host workshops to teach parents how to help their students create science projects and displays

# Level of Service to be Provided:

Projects will increase the number of parent volunteers and provide parents with an active role in their student's education and development.

# Measurable Goals for Grant period:

- Number of parent volunteers
- Number of participating parents

"SUBRECIPIENT" hereby agrees to meet the goals as stated above, to the greatest extent feasible, in order to ensure the success of the Program.

2. The "SUBRECIPIENT" hereby appoints the following representative to attend any meetings of the neighborhood organization in partnership with the City of Las Vegas, Neighborhood Services Department:

**Agnes Meyer, School Project Team Leader**, or a designee chosen at the discretion of SUBRECIPIENT.

# C. Program Reporting

"SUBRECIPIENT" will be required to collect for and provide to the CITY Program accomplishments and usage records beginning **October 18, 2006** or the date first written above, until **June 1, 2007**, unless this Agreement is modified at the express consent of the CITY and "SUBRECIPIENT." "SUBRECIPIENT" shall submit, on a monthly basis, and on occasion upon request of the CITY, a Monthly Progress Report, Project Evaluation Reports and Volunteer Hour Logs, the forms for which are attached as Exhibit "B". These reports shall accompany each request for expenditure or reimbursement of funds. Failure to submit said reports in a timely manner may delay purchases or reimbursement to "SUBRECIPIENT" for grant-eligible Program expense. Records and reports shall contain, but not be limited to, the following data:

- 1) Statement of Program goals cited in "SUBRECIPIENT" application and measurable accomplishments toward achieving said goals through reporting date of said report.
- 2) Whenever applicable, written narrative of activities. Written narrative and description of services shall be included in each monthly report.
- 3) Volunteer Hour Logs should be submitted with copies of written materials which document the expenditure of the donated good(s), which are reported. This documentation will include: letters from professionals, identifying the donation they have made and its value, vendor receipts for donated goods or receipts for expenditures paid by funds raised by the "SUBRECIPIENT".
- 4) The "SUBRECIPIENT" shall provide a copy of all written reports developed for the Project to the CITY. These may be included with the Project Evaluation Report or under separate cover. Materials which help document the progress of the Project include: project meeting or event flyers, project meeting minutes, draft reports, final reports, photographs, timelines, job descriptions, contractor contracts, and participant interviews, and videos.
- 5) The "SUBRECIPIENT" shall provide a final, brief, written report that summarizes the Project's successes and lessons learned.

These reports will be forwarded to the City of Las Vegas Neighborhood Services Department, ATTN: Neighborhood Initiatives Division. CITY will monitor the performance of "SUBRECIPIENT" against goals and performance standards required herein. Substandard performance as determined by CITY will constitute non-compliance with this Agreement.

If action to correct such substandard performance is not taken by "SUBRECIPIENT" within a reasonable period of time after being notified by CITY, contract suspension or termination procedures will be initiated.

# D. TIME OF PERFORMANCE

This Agreement provides for PALS funding of "SUBRECIPIENT" program rendered in accordance with this Agreement from October 18, 2006, or the date first written above, through June 1, 2007. The CITY shall bear no liability to fund or provide payment for "SUBRECIPIENT" program services in the event that no PALS grant award funds are received during fiscal year 2006-2007. Furthermore, the CITY shall be liable only for payment proportional to the extent that PALS grant award funds are appropriated and allocated by the CITY. "SUBRECIPIENT" program expenses incurred after October 18, 2006, but prior to execution of this Agreement will not be reimbursed.

# II. CITY GENERAL CONDITIONS

# A. COMPLIANCE WITH OTHER APPLICABLE STATUTES AND REGULATIONS

"SUBRECIPIENT" shall obtain any and all Federal, State, and Local permits and licenses required to execute the Project or Program as described in the Agreement's Scope of Services. "SUBRECIPIENT" further agrees to abide by all applicable Federal, State, and Local codes, regulations, statutes, ordinances, and laws.

# B. SUBRECIPIENT RETAINS EXCLUSIVE RIGHT OF PERFORMING SERVICES

"SUBRECIPIENT" has requested financial support of the CITY to enable "SUBRECIPIENT" to provide the services contemplated in Section I. The CITY shall have no relationship whatsoever with the services contemplated herein except the provision of financial support and the receipt of reports as provided herein. In any and all events, the services contemplated herein shall be rendered at the time, in the manner and under circumstances determined solely and exclusively by "SUBRECIPIENT," subject only to review by the City of Las Vegas, Neighborhood Services Director or other designee of the Neighborhood Services Director to assure continuing eligibility for PALS funding.

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Expenditures charged to CITY fiscal year **2006-2007** PALS funds will be accounted for in a ledger separate from all other revenue sources. These records shall be maintained by "SUBRECIPIENT."

# I. NON-EXPENDABLE PERSONAL PROPERTY, DEPRECIATION SCHEDULES, AND DISPOSITION OF PROPERTY

- 1) Non-expendable personal property will be defined as any property either tangible or intangible other than real property as defined herein which has a unit acquisition cost of \$1000 or more and a useful life of more than one year.
- 2) Organization purchasing or receiving non-expendable personal property as part of their project will give CITY rights to the non-expendable personal property for three years from the date of purchase. Should the organization be dissolved or should the non-expendable personal property not be used in accordance with the grant agreement, CITY will have the right to reappropriate the non-expendable personal property. Examples of non-expendable personal property are vehicles and computer equipment. If said property is a vehicle, the City shall be named as a lien-holder on the title.

# V. MODIFICATION OR TERMINATION OF AGREEMENT

# A. AMENDMENT OR REVISION REQUIRED BY CITY

"SUBRECIPIENT" and the CITY hereby agree to amend or otherwise revise this Agreement should such modification be required by CITY and/or any applicable federal statutes or regulations.

# B. TERMINATION

If "SUBRECIPIENT" fails to fulfill in a timely and proper manner its obligation under this Agreement or shall violate any of the covenants, agreements or stipulations of this Agreement, the CITY shall thereupon have the right to suspend or terminate this Agreement and specify the effective date thereof. Such notice shall be given no less than ten (10) days before the effective date of such termination and sent to "SUBRECIPIENT" at <u>931 Franklin</u> Avenue, Las Vegas, NV 89104.

### C. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Each and every provision of law and clause required by law to be inserted in this Agreement will be deemed to be inserted herein, and this Agreement shall be read and enforced as though it were included herein and if through mistake or otherwise any such provisions not inserted, or is not correctly inserted, then upon the application of either party this Agreement shall forthwith be physically amended to make such insertion.

John S. Park Elementary School, "SUBRECIPIENT"

IN WITNESS WHEREOF, this Agreement has been executed by duly authorized representatives of each party the day and year first above written.

	Para Maria
Stephen Harsin, Director	Agnes Meyer, SCHOOL FROJECT LEADER

ATTEST: ATTEST:

BARBARA JO RÓNÉMUS. CITY CLÀ By: Beverly K. Bridges Chief Deputy City Clerk

**CITY OF LAS VEGAS** 

APPROVED AS TO FORM 2 Ponticus 10/18/00

# Exhibit "A"

- **K.** Explain the school, student or family need this project will address: Parents will receive communication in English and Spanish. Students will have stickers placed on their clothing to tell parents about the events. this should alleviate the problem of fliers not getting from school to the parent.
- **L.** How will this project increase parent participation in your school? Parents will become more aware of what is happening at the school and what they can do to support their child's education
- **M.** How will your school sustain this parent involvement after the project has been completed? Parents will see the banners at future events and will be reminded to come.

# N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed).				
ltem	Quantity	Cost per item	Purpose	Total Cost
Labels	4500	300/19.95	Stick to students to tell parents about events	311.00
Camera and Accessories	1	519.93	Record Events and share school successes with parents	519.93
Printer	1	399.99	Print parent notices	399.99
Black Ink	2	69.99	Printing	139.98
Blue Ink	1	79.99	Printing	79.99
Red Ink	1	79.99	Printing	79.99
Yellow Ink	1	79.99	Printing	79.99
Banners			Advertising	389.13

		· · · · · ·
		-
<u></u> 1	Total	2000

# O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

Activity :	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
Advertised family nights	30	1	1	120
Planning and Organization	10	6	4	240
	·			
		-		

- **K.** Explain the school, student or family need this project will address: Soccer is an intergral part of Hispanic culture. This program will show that the school respects this. It will improve the health of the students and provide a community activity in an area which does not have many community activities.
- L. How will this project increase parent participation in your school? Once parents take a role in a school project they are more likely to stay with the school and help on other projects. They will have a greater ownership in the school.
- **M.** How will your school sustain this parent involvement after the project has been completed? We want to continue the soccer program possibly in the spring but definitely each fall.

# N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed)

needed):				
Item	Quantity	Cost per item	Purpose	Total Cost
Vestsand equipment			Distinguish teams	600.00
Food			End of Season picnic	400.00
Trophies			Incentive and rewards for students and volunteers	300.00
Banner			to advertise games	200.00
T-shirts			For particpants and volunteers	500.00
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			· · · · · · · · · · · · · · · · · · ·
 L	·	Total	2000.00

# O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

Activity	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
Practices	5	2	12	120
Games	8	4	4	128

- **K.** Explain the school, student or family need this project will address: Improve parent knowledge of ways to help their child with sience projects and reading.
- **L.** How will this project increase parent participation in your school? Parents will feel more welcome and understand what is expected of them by the teachers of their fhildren.
- M. How will your school sustain this parent involvement after the project has been completed? After the science evening we will reward the families which follow through bygiving Science reference books to those who complete a science project using the materials and skills given them at the evening event. The field tips will show parents the importance of academic excellence.

# N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed):

Quantity		Purpose 1	Total Cost
50	2.00	Display projects	100.00
80	14.95	Reward and support	1196.00
50 X 3	8.00	Increase student achievement	1200.
	varies	markers, pens, ect for display	200.00
			1304.00
	······································		
	50 80	50 2.00 80 14.95 50 X 3 8.00	Quantity per Item  50 2.00 Display projects  80 14.95 Reward and support  50 X 3 8.00 Increase student achievement

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	<u>,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,</u>		Total	2000.00

# O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

Activity	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
Science Night	10	4	1	40
Advertising, planning and preparation	2	10	1	20
Planning prep, etc for field trips	2	5	3	30

# Exhibit "B"

# **Section 1: Identifying Information**

301001.		
Project Name:		
Reporting Period:	Start Date:	End Date:
Person Preparing Report:		
Phone Number:		
goals (described in the	ct accomplishments contract and Gra	s for this month. Identify which project nt Application) the organization has rn, project successes, and any other

# City of Las Vegas PALS Grant Project Evaluation

Name of School:	
Project Name:	
Start Date:E	End Date:
Is this project ongoing?	0
Person Preparing Report:  Title:  Phone number:	
Number of participating parents:  Number of participating staff:	
Project Evaluation	
Describe your project and its accomplishmen	ts:
A A A A A A A A A A A A A A A A A A A	
	Date of the Control o

How were parents involved in the planning and implementation of this project?
How did this project accomplish the goals outlined in your grant application?
Were there any areas of concerns during the planning and implementation of
this project?
☐ Yes ☐ No
How did your planning team work together to address these concerns?
Parent Involvement
Do you feel this project helped to recruit more active parents in your school?
☐ Yes ☐ No
Why?
How will your school sustain and/or increase this level of parent involvement?

# City of Las Vegas PALS Volunteer Hour Log

# Parents As Learning Support Agreement Between the City Of Las Vegas and Edythe & Llyod Katz Elementary School

THIS AGREEMENT, made and entered into this day of October, 2006 by and between the CITY OF LAS VEGAS, a municipal corporation of the State of Nevada, hereinafter referred to as "CITY", and Edythe & Llyod Katz Elementary School, a Clark County School District elementary school duly organized under the laws of the State of Nevada, hereinafter referred to as "SUBRECIPIENT," whose primary mailing address at the date of execution is 1800 Rock Springs Drive, Las Vegas, NV 89128.

# WITNESSETH

WHEREAS, the CITY has allocated funds for the Parents As Learning Support program, hereinafter referred to as "PALS"; and

WHEREAS, the CITY is responsible for planning, administering, implementing, and evaluating the PALS program to ensure that it conforms to the PALS Program Guidelines and Las Vegas City Council goals; and

WHEREAS, CITY, as Grantor, wishes to engage "SUBRECIPIENT" to assist the CITY in utilizing such funds by providing services to meet the PALS Program's objectives, as follows:

- To assist school staff and administrators with establishing parents and school staff as partners in defining and addressing student needs
- To assist schools with identifying unengaged parents and developing strategies for involving them in school activities
- To improve student achievement
- To involve parents in a variety of functions/roles in the school
- To create a support system of families, school staff and community leaders who take responsibility for the safety and well-being of all students attending their school

NOW, THEREFORE, it is agreed between the parties hereto that;

# I. SCOPE OF SERVICE

# A. ACTIVITIES

"SUBRECIPIENT" will be responsible for administering FY2006-2007 PALS-funded programs known as **Nevada Day Celebration and Flag Football League** that provide activities eligible under the Parents As Learning Support Program as cited in the Scope of Services I.B.1, hereinafter referred to as "Program." It is expressly agreed and understood that the total amount to be provided by the CITY under this Agreement shall not exceed **\$5,000.00** in PALS funds to be allocated in accordance with the Program Budgets as detailed in Exhibit "A," attached. "SUBRECIPIENT" hereby agrees to utilize said PALS funds made available pursuant to this Agreement to supplement rather than supplant funds otherwise available.

# B. PROGRAM DESCRIPTION

Scope of Services to be Provided

# Purpose of Services:

Funding will be used to plan and implement school based projects to increase parent involvement in school activities and increase communication between parents and school staff.

# Tasks to be Performed:

- Nevada Day Celebration Host a school event to celebrate Nevada's history using parents and school staff as volunteers
- Flag Football League Host a school football league using parents as volunteer coaches and support

# Level of Service to be Provided:

Projects will increase the number of parent volunteers and provide parents with an active role in their student's education and development.

# Measurable Goals for Grant period:

- Number of parent volunteers
- Number of participating parents

"SUBRECIPIENT" hereby agrees to meet the goals as stated above, to the greatest extent feasible, in order to ensure the success of the Program.

The "SUBRECIPIENT" hereby appoints the following representative to attend any meetings of the neighborhood organization in partnership with the City of Las Vegas, Neighborhood Services Department:

**Shawn Halland, School Project Team Leader**, or a designee chosen at the discretion of SUBRECIPIENT.

# C. Program Reporting

"SUBRECIPIENT" will be required to collect for and provide to the CITY Program accomplishments and usage records beginning October 18, 2006 or the date first written above, until June 1, 2007, unless this Agreement is modified at the express consent of the CITY and "SUBRECIPIENT." "SUBRECIPIENT" shall submit, on a monthly basis, and on occasion upon request of the CITY, a Monthly Progress Report, Project Evaluation Reports and Volunteer Hour Logs, the forms for which are attached as Exhibit "B". These reports shall accompany each request for expenditure or reimbursement of funds. Failure to submit said reports in a timely manner may delay purchases or reimbursement to "SUBRECIPIENT" for grant-eligible Program expense. Records and reports shall contain, but not be limited to, the following data:

- Statement of Program goals cited in "SUBRECIPIENT" application and measurable accomplishments toward achieving said goals through reporting date of said report.
- 2) Whenever applicable, written narrative of activities. Written narrative and description of services shall be included in each monthly report.
- 3) Volunteer Hour Logs should be submitted with copies of written materials which document the expenditure of the donated good(s), which are reported. This documentation will include: letters from professionals, identifying the donation they have made and its value, vendor receipts for donated goods or receipts for expenditures paid by funds raised by the "SUBRECIPIENT".
- 4) The "SUBRECIPIENT" shall provide a copy of all written reports developed for the Project to the CITY. These may be included with the Project Evaluation Report or under separate cover. Materials which help document the progress of the Project include: project meeting or event flyers, project meeting minutes, draft reports, final reports, photographs, timelines, job descriptions, contractor contracts, and participant interviews, and videos.
- 5) The "SUBRECIPIENT" shall provide a final, brief, written report that summarizes the Project's successes and lessons learned.

These reports will be forwarded to the City of Las Vegas Neighborhood Services Department, ATTN: Neighborhood Initiatives Division. CITY will monitor the performance of "SUBRECIPIENT" against goals and performance standards required herein. Substandard performance as determined by CITY will constitute non-compliance with this Agreement.

If action to correct such substandard performance is not taken by "SUBRECIPIENT" within a reasonable period of time after being notified by CITY, contract suspension or termination procedures will be initiated.

# D. TIME OF PERFORMANCE

This Agreement provides for PALS funding of "SUBRECIPIENT" program rendered in accordance with this Agreement from October 18, 2006, or the date first written above, through June 1, 2007. The CITY shall bear no liability to fund or provide payment for "SUBRECIPIENT" program services in the event that no PALS grant award funds are received during fiscal year 2006-2007. Furthermore, the CITY shall be liable only for payment proportional to the extent that PALS grant award funds are appropriated and allocated by the CITY. "SUBRECIPIENT" program expenses incurred after October 18, 2006, but prior to execution of this Agreement will not be reimbursed.

# **II. CITY GENERAL CONDITIONS**

# A. COMPLIANCE WITH OTHER APPLICABLE STATUTES AND REGULATIONS

"SUBRECIPIENT" shall obtain any and all Federal, State, and Local permits and licenses required to execute the Project or Program as described in the Agreement's Scope of Services. "SUBRECIPIENT" further agrees to abide by all applicable Federal, State, and Local codes, regulations, statutes, ordinances, and laws.

# B. SUBRECIPIENT RETAINS EXCLUSIVE RIGHT OF PERFORMING SERVICES

"SUBRECIPIENT" has requested financial support of the CITY to enable "SUBRECIPIENT" to provide the services contemplated in Section I. The CITY shall have no relationship whatsoever with the services contemplated herein except the provision of financial support and the receipt of reports as provided herein. In any and all events, the services contemplated herein shall be rendered at the time, in the manner and under circumstances determined solely and exclusively by "SUBRECIPIENT," subject only to review by the City of Las Vegas, Neighborhood Services Director or other designee of the Neighborhood Services Director to assure continuing eligibility for PALS funding.

# C. INDEMNIFICATION

"SUBRECIPIENT" agrees to protect, defend, indemnify and save harmless the CITY from and against any and all liability, damages, claims, suits, liens, and judgments of whatever nature, including but not limited to, claims for contribution and/or indemnification for injuries to or death of any person or persons, caused by, in connection with, or arising out of any activities undertaken pursuant to this Agreement. "SUBRECIPIENT's" obligation to protect, defend, indemnify, and save harmless as set forth in this paragraph, shall include any and all attorneys' fees incurred by the CITY in the defense and/or handling of said suits, demands, judgments, liens, claims and the like and all attorneys' fees and investigation expenses incurred by the CITY in enforcing and/or obtaining compliance with the provisions of this paragraph.

# D. LIMIT ON ASSIGNMENT OF INTEREST

"SUBRECIPIENT" may not assign any part of its rights in this Agreement without consent of CITY. Any such assignment of rights without consent of CITY shall result in the forfeiture of all compensation, or any part thereof, as determined by CITY.

# E. ON-SITE MONITORING

Projects and programs funded under this Agreement will be subject to on-site monitoring by duly authorized CITY representatives. Said representatives will be announced, at a minimum, 24 hours in advance of such visits. The representatives may request, and be granted access to records. Representatives may, on occasion, interview Program volunteers and participants who volunteer to be interviewed.

# F. ACCESS TO RECORDS

At any time during normal business hours, "SUBRECIPIENT'S" records, with respect to matters covered by this Agreement shall be made available for audit, examination, and review by CITY representatives.

# G. INSURANCE

If "SUBRECIPIENT" uses a vehicle in providing its services, it shall carry or provide a Comprehensive Automobile Liability Insurance covering bodily injury and property damage, with a minimum comprehensive single limit liability of \$1,000,000.00.

The CITY shall be named as an additional insured in all policies of insurance obtained pursuant to this Agreement. The CITY shall be furnished evidence that the foregoing insurance coverage(s) are in effect, and the CITY shall be notified at least thirty (30) days prior to the cancellation or material change of any such coverage.

# III. OTHER GENERAL CONDITIONS

# A. RELIGIOUS ACTIVITIES

As a general rule, in accordance with First Amendment Church/State Principles, PALS assistance may not be used for religious activities or provided to primarily religious entities for any activities, including secular activities.

# B. POLITICAL ACTIVITIES

"SUBRECIPIENT" will comply with this section, which prohibits the use of PALS funds to finance the use of facilities or equipment for political purposes or to engage in other partisan political activities, such as candidate forums, voter transportation, or voter registration.

# C. PROGRAM INCOME

"SUBRECIPIENT" agrees that program income, includes, but is not limited to, the following:

- 1. Proceeds from the disposition by sale or long-term lease of real property purchased or improved with PALS funds;
- 2. Proceeds from the disposition of equipment purchased with PALS funds;
- Gross income from the use or rental of real or personal property acquired by "SUBRECIPIENT" with PALS funds, less costs incidental to generation of the income;
- 4. Gross income from the use or rental of real property, owned by "SUBRECIPIENT," that was constructed or improved with PALS funds, less costs incidental to generation of the income; and
- 5. Interest earned on program income pending its disposition.

# D. DISPOSITION OF PROGRAM INCOME

Income from the Project may be retained by "SUBRECIPIENT" provided that written notification is given to the Neighborhood Services Director and that the income is to be used for the exclusive benefit of the Program.

# E. EXPIRATION OR REVOCATION OF AGREEMENT

Upon the expiration or revocation of this Agreement, "SUBRECIPIENT" shall transfer to CITY any PALS funds on hand at the time of expiration or revocation and any accounts receivable attributable to the use of PALS funds.

# **IV. FINANCIAL MANAGEMENT**

### A. REIMBURSEMENT

The CITY shall reimburse the "SUBRECIPIENT" only for expenses paid or incurred as outlined in Exhibit A, provided the expenditures are made after the Project's start date and before the completion date as indicated in Section I.D. Subject to the approval of the CITY, the CITY may make direct payment to vendors, using a procurement credit car "P-Card" for purchases less than \$1,000 or a Direct Payment Request "DPR" for purchases greater than \$1,000, in the event "SUBRECIPIENT" does not have sufficient funds to utilize reimbursement process.

# B. DOCUMENTATION OF COSTS

Project Progress Report shall be submitted by the "SUBRECIPIENT" with Supporting Documentation form to the CITY. All costs submitted to CITY for reimbursement or vendor payment shall be recorded by budget line-items and be supported by properly executed time records, invoices, contracts, or vouchers, or other official documentation evidencing in proper detail the nature and propriety of the charge. All checks, invoices, contracts, and vouchers, orders or other accounting documents pertaining in whole or in part to the Agreements, shall be thoroughly identified and readily accessible.

# C. FINANCIAL RECORDKEEPING

Financial records pertaining to all invoices, materials, payrolls, personnel records, and other data concerning matters related to or arguably related to this Agreement may be requested from "SUBRECIPIENT" by duly authorized CITY representatives.

# D. RECORDS

Program records shall be maintained in accordance with CITY requirements with respect to all matters covered by this Agreement. Such records shall be maintained for a period of four years after the term of this Agreement expires (a five year retention period).

# E. PROGRAM BUDGET

Invoice expenditures eligible for payment by the CITY will be in accordance with the Project budget delineated in Exhibit "A" and subject to any conditions imposed in the Scope of Services, to include monthly reports and narratives when seeking reimbursement from the City for Project costs. "SUBRECIPIENT" shall not make any changes in the Project budget unless permission is obtained in writing from the CITY.

# F. METHOD OF PAYMENT

The CITY shall reimburse valid invoices for approved Project budget expenditures identified in Exhibit "A" of this Agreement. Before paying such expenses, the CITY will review invoice expenditures to determine their consistency with the approved eligible expenditures, the scope of services, pursuant to this Agreement. The CITY reserves the right to refuse reimbursement for expenses, which are PALS-ineligible or which are not within the scope of this Agreement. Reimbursement requests shall include reports and narratives as detailed in "Scope of Services" section of this Agreement.

# G. UNEXPENDED FUNDS

In the event that CITY staff anticipates the total amount of funds allocated for this Agreement will not be expended in the time and manner prescribed in this Agreement, the CITY reserves the right to that portion for other Projects/programs operating under the CITY's PALS Program. An extension of an **June 1, 2007** deadline may be authorized in writing by the CITY Neighborhood Services Director or other designee of the Neighborhood Services Director.

# H. ACCOUNTING METHODS

Expenditures charged to CITY fiscal year **2006-2007** PALS funds will be accounted for in a ledger separate from all other revenue sources. These records shall be maintained by "SUBRECIPIENT."

# I. NON-EXPENDABLE PERSONAL PROPERTY, DEPRECIATION SCHEDULES, AND DISPOSITION OF PROPERTY

- Non-expendable personal property will be defined as any property either tangible or intangible other than real property as defined herein which has a unit acquisition cost of \$1000 or more and a useful life of more than one year.
- 2) Organization purchasing or receiving non-expendable personal property as part of their project will give CITY rights to the non-expendable personal property for three years from the date of purchase. Should the organization be dissolved or should the non-expendable personal property not be used in accordance with the grant agreement, CITY will have the right to reappropriate the non-expendable personal property. Examples of non-expendable personal property are vehicles and computer equipment. If said property is a vehicle, the City shall be named as a lien-holder on the title.

# V. MODIFICATION OR TERMINATION OF AGREEMENT

# A. AMENDMENT OR REVISION REQUIRED BY CITY

"SUBRECIPIENT" and the CITY hereby agree to amend or otherwise revise this Agreement should such modification be required by CITY and/or any applicable federal statutes or regulations.

# **B.** TERMINATION

If "SUBRECIPIENT" fails to fulfill in a timely and proper manner its obligation under this Agreement or shall violate any of the covenants, agreements or stipulations of this Agreement, the CITY shall thereupon have the right to suspend or terminate this Agreement and specify the effective date thereof. Such notice shall be given no less than ten (10) days before the effective date of such termination and sent to "SUBRECIPIENT" at 1800 Rock Springs Drive, Las Vegas, NV 89128.

# C. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Each and every provision of law and clause required by law to be inserted in this Agreement will be deemed to be inserted herein, and this Agreement shall be read and enforced as though it were included herein and if through mistake or otherwise any such provisions not inserted, or is not correctly inserted, then upon the application of either party this Agreement shall forthwith be physically amended to make such insertion.

IN WITNESS WHEREOF, this Agreement has been executed by duly authorized representatives of each party the day and year first above written.

Stephen Harsin, Director	Edythe & Llyod Katz Elementary School, "SUBRECIPIENT"  Shawn Halland, SCHOOL PROJECT LEADER
ATTEST:	ATTEST:
BARBARA JO PONEMUS, CITY CLERK By: Beverly K. Bridges Chief Deputy City Clerk	
COUNCIL ACTION: October 18, 20	00Ce

Approved as to form I for hicello

10/17/06

# Exhibit "A"

Additionally, we are targeting low-income families who often cannot afford extra-curricular activities for their children.

- L. How will this project increase parent participation in your school? Parents will volunteer to coordinate, coach, and schedule the league. Players' parents will attend practices and games at the school.
- M. How will your school sustain this parent involvement after the project has been completed? By building this partnership, we will then use the parents in other areas at the school-other sports programs, academic parent helpers, and by using parents to help build the Katz PTA into a viable organization. Based on the effects seen from the first league that we had, we feel this league has been and will continue to be successful in building the school-community partnership we desire.

# N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as needed):

needed):				
Item	Quantity	Cost per item	Purpose	Total Cost
footballs	16	19.99	2 practice balls per team plus game balls	319.84
mouthguards	80	1	protection/safety	80
flags & belts	80	2	game use	160
jerseys	80	12	replenish torn/lost jerseys from year one	960
sideline markers	1	89.95	field markers for games	89.95
Referees	8 Saturdays	40 per Saturday	referee stipend	320

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		Total	1000 70
		TOIGI	1929.79

# O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

Activity	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
Flag Football League	20	4	8	640
!				

- **L.** How will this project increase parent participation in your school? By bringing parents into the school and having them work hand-in-hand with staff and students.
- **M.** How will your school sustain this parent involvement after the project has been completed? By using the connections and parent ties in other areas-academic and social. This will be used as an impetus to continue to build a broad base of parental support and assistance.

# N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed):

NA.		Cost per		Total
Item	Quantity	item	Purpose	Cost
Red Apple Grill	1	1000	Catered Covered Wagon Lunch for the student body	1000
Supplies	1	1000	Supplies to set up for Nevada Day: bales of straw, ponies (rental), pumpkins, costumes, materials for presenters.	1000
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		 		 Total	2000	Hes
) Volunte	er Match					

# O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

Activity	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
Nevada Day	100	4	1	400
			ė	

# Exhibit "B"

# **Section 1: Identifying Information**

School:		
Project Name:		
Reporting Period:	Start Date:	End Date:
Person Preparing Report:		
Phone Number:		
goals (described in the	ct accomplishmen contract and Gr	ts for this month. Identify which project ant Application) the organization has ern, project successes, and any other
·		
	·	, Revised 2/2005

# City of Las Vegas PALS Grant Project Evaluation

Name of School:	
Project Name:	
Start Date:	End Date:
Is this project ongoing?	No
Person Preparing Report:	
Title:	
Phone number:	
Number of participating parents:  Number of participating staff:	
Project Evaluation	
Describe your project and its accomplish	ments:
·	

How did this proje	ect accomplish the goals outlined in your grant application? _
Were there any a	reas of concerns during the planning and implementation of
this project?	ed; of coffeeths doming the planning and majorite hands of
∏ Yes	□No
How did your plan	nning team work together to address these concerns?
Parent Involve	amani a sa s
Do you teel this pro Yes	oject helped to recruit more active parents in your school?
**************************************	
low will your scho	ol sustain and/or increase this level of parent involvement? _

# Parents As Learning Support Agreement Between the City Of Las Vegas and Kermit Booker Elementary School

THIS AGREEMENT, made and entered into this 1844 day of October, 2006 by and between the CITY OF LAS VEGAS, a municipal corporation of the State of Nevada, hereinafter referred to as "CITY", and Kermit Booker Elementary School, a Clark County School District elementary school duly organized under the laws of the State of Nevada, hereinafter referred to as "SUBRECIPIENT," whose primary mailing address at the date of execution is 2277 Martin Luther King Blvd., Las Vegas, NV 89106.

# WITNESSETH

WHEREAS, the CITY has allocated funds for the Parents As Learning Support program, hereinafter referred to as "PALS"; and

WHEREAS, the CITY is responsible for planning, administering, implementing, and evaluating the PALS program to ensure that it conforms to the PALS Program Guidelines and Las Vegas City Council goals; and

WHEREAS, CITY, as Grantor, wishes to engage "SUBRECIPIENT" to assist the CITY in utilizing such funds by providing services to meet the PALS Program's objectives, as follows:

- To assist school staff and administrators with establishing parents and school staff as partners in defining and addressing student needs
- To assist schools with identifying unengaged parents and developing strategies for involving them in school activities
- To improve student achievement
- To involve parents in a variety of functions/roles in the school
- To create a support system of families, school staff and community leaders who take responsibility for the safety and well-being of all students attending their school

NOW, THEREFORE, it is agreed between the parties hereto that;

# I. SCOPE OF SERVICE

# A. ACTIVITIES

"SUBRECIPIENT" will be responsible for administering FY2006-2007 PALS-funded programs known as Fostering School, Community and State Awareness, Celebrating Booker Picnic and Literacy, Science and Math Nights that provide activities eligible under the Parents As Learning Support Program as cited in the Scope of Services I.B.1, hereinafter referred to as "Program." It is expressly agreed and understood that the total amount to be provided by the CITY under this Agreement shall not exceed \$8,000.00 in PALS funds to be allocated in accordance with the Program Budgets as detailed in Exhibit "A," attached. "SUBRECIPIENT" hereby agrees to utilize said PALS funds made available pursuant to this Agreement to supplement rather than supplant funds otherwise available.

# B. PROGRAM DESCRIPTION

1. Scope of Services to be Provided

# Purpose of Services:

Funding will be used to plan and implement school based projects to increase parent involvement in school activities and increase communication between parents and school staff.

# Tasks to be Performed:

- Fostering School, Community and State Awareness Host activities and field trips to educate parents on how to access government officials and make changes in their community
- Celebrating Booker Picnic Host a school picnic to celebrate school success
- Literacy, Science and Math Nights Host math, science and literacy workshops for parents

# Level of Service to be Provided:

Projects will increase the number of parent volunteers and provide parents with an active role in their student's education and development.

# Measurable Goals for Grant period:

- Number of parent volunteers
- Number of participating parents

"SUBRECIPIENT" hereby agrees to meet the goals as stated above, to the greatest extent feasible, in order to ensure the success of the Program.

2. The "SUBRECIPIENT" hereby appoints the following representative to attend any meetings of the neighborhood organization in partnership with the City of Las Vegas, Neighborhood Services Department:

**Kassie DeLaSalle, School Project Team Leader**, or a designee chosen at the discretion of SUBRECIPIENT.

# C. Program Reporting

"SUBRECIPIENT" will be required to collect for and provide to the CITY Program accomplishments and usage records beginning October 18, 2006 or the date first written above, until June 1, 2007, unless this Agreement is modified at the express consent of the CITY and "SUBRECIPIENT." "SUBRECIPIENT" shall submit, on a monthly basis, and on occasion upon request of the CITY, a Monthly Progress Report, Project Evaluation Reports and Volunteer Hour Logs, the forms for which are attached as Exhibit "B". These reports shall accompany each request for expenditure or reimbursement of funds. Failure to submit said reports in a timely manner may delay purchases or reimbursement to "SUBRECIPIENT" for grant-eligible Program expense. Records and reports shall contain, but not be limited to, the following data:

- Statement of Program goals cited in "SUBRECIPIENT" application and measurable accomplishments toward achieving said goals through reporting date of said report.
- 2) Whenever applicable, written narrative of activities. Written narrative and description of services shall be included in each monthly report.
- 3) Volunteer Hour Logs should be submitted with copies of written materials which document the expenditure of the donated good(s), which are reported. This documentation will include: letters from professionals, identifying the donation they have made and its value, vendor receipts for donated goods or receipts for expenditures paid by funds raised by the "SUBRECIPIENT".
- 4) The "SUBRECIPIENT" shall provide a copy of all written reports developed for the Project to the CITY. These may be included with the Project Evaluation Report or under separate cover. Materials which help document the progress of the Project include: project meeting or event flyers, project meeting minutes, draft reports, final reports, photographs, timelines, job descriptions, contractor contracts, and participant interviews, and videos.
- 5) The "SUBRECIPIENT" shall provide a final, brief, written report that summarizes the Project's successes and lessons learned.

These reports will be forwarded to the City of Las Vegas Neighborhood Services Department, ATTN: Neighborhood Initiatives Division. CITY will monitor the performance of "SUBRECIPIENT" against goals and performance standards required herein. Substandard performance as determined by CITY will constitute non-compliance with this Agreement.

If action to correct such substandard performance is not taken by "SUBRECIPIENT" within a reasonable period of time after being notified by CITY, contract suspension or termination procedures will be initiated.

# D. TIME OF PERFORMANCE

This Agreement provides for PALS funding of "SUBRECIPIENT" program rendered in accordance with this Agreement from October 18, 2006, or the date first written above, through June 1, 2007. The CITY shall bear no liability to fund or provide payment for "SUBRECIPIENT" program services in the event that no PALS grant award funds are received during fiscal year 2006-2007. Furthermore, the CITY shall be liable only for payment proportional to the extent that PALS grant award funds are appropriated and allocated by the CITY. "SUBRECIPIENT" program expenses incurred after October 18, 2006, but prior to execution of this Agreement will not be reimbursed.

# **II. CITY GENERAL CONDITIONS**

# A. COMPLIANCE WITH OTHER APPLICABLE STATUTES AND REGULATIONS

"SUBRECIPIENT" shall obtain any and all Federal, State, and Local permits and licenses required to execute the Project or Program as described in the Agreement's Scope of Services. "SUBRECIPIENT" further agrees to abide by all applicable Federal, State, and Local codes, regulations, statutes, ordinances, and laws.

# B. SUBRECIPIENT RETAINS EXCLUSIVE RIGHT OF PERFORMING SERVICES

"SUBRECIPIENT" has requested financial support of the CITY to enable "SUBRECIPIENT" to provide the services contemplated in Section I. The CITY shall have no relationship whatsoever with the services contemplated herein except the provision of financial support and the receipt of reports as provided herein. In any and all events, the services contemplated herein shall be rendered at the time, in the manner and under circumstances determined solely and exclusively by "SUBRECIPIENT," subject only to review by the City of Las Vegas, Neighborhood Services Director or other designee of the Neighborhood Services Director to assure continuing eligibility for PALS funding.

# C. INDEMNIFICATION

"SUBRECIPIENT" agrees to protect, defend, indemnify and save harmless the CITY from and against any and all liability, damages, claims, suits, liens, and judgments of whatever nature, including but not limited to, claims for contribution and/or indemnification for injuries to or death of any person or persons, caused by, in connection with, or arising out of any activities undertaken pursuant to this Agreement. "SUBRECIPIENT's" obligation to protect, defend, indemnify, and save harmless as set forth in this paragraph, shall include any and all attorneys' fees incurred by the CITY in the defense and/or handling of said suits, demands, judgments, liens, claims and the like and all attorneys' fees and investigation expenses incurred by the CITY in enforcing and/or obtaining compliance with the provisions of this paragraph.

# D. LIMIT ON ASSIGNMENT OF INTEREST

"SUBRECIPIENT" may not assign any part of its rights in this Agreement without consent of CITY. Any such assignment of rights without consent of CITY shall result in the forfeiture of all compensation, or any part thereof, as determined by CITY.

# E. ON-SITE MONITORING

Projects and programs funded under this Agreement will be subject to on-site monitoring by duly authorized CITY representatives. Said representatives will be announced, at a minimum, 24 hours in advance of such visits. The representatives may request, and be granted access to records. Representatives may, on occasion, interview Program volunteers and participants who volunteer to be interviewed.

# F. ACCESS TO RECORDS

At any time during normal business hours, "SUBRECIPIENT'S" records, with respect to matters covered by this Agreement shall be made available for audit, examination, and review by CITY representatives.

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If "SUBRECIPIENT" uses a vehicle in providing its services, it shall carry or provide a Comprehensive Automobile Liability Insurance covering bodily injury and property damage, with a minimum comprehensive single limit liability of \$1,000,000.00.

The CITY shall be named as an additional insured in all policies of insurance obtained pursuant to this Agreement. The CITY shall be furnished evidence that the foregoing insurance coverage(s) are in effect, and the CITY shall be notified at least thirty (30) days prior to the cancellation or material change of any such coverage.

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# A. RELIGIOUS ACTIVITIES

As a general rule, in accordance with First Amendment Church/State Principles, PALS assistance may not be used for religious activities or provided to primarily religious entities for any activities, including secular activities.

# B. POLITICAL ACTIVITIES

"SUBRECIPIENT" will comply with this section, which prohibits the use of PALS funds to finance the use of facilities or equipment for political purposes or to engage in other partisan political activities, such as candidate forums, voter transportation, or voter registration.

# C. PROGRAM INCOME

"SUBRECIPIENT" agrees that program income, includes, but is not limited to, the following:

- 1. Proceeds from the disposition by sale or long-term lease of real property purchased or improved with PALS funds;
- 2. Proceeds from the disposition of equipment purchased with PALS funds;
- Gross income from the use or rental of real or personal property acquired by "SUBRECIPIENT" with PALS funds, less costs incidental to generation of the income;
- 4. Gross income from the use or rental of real property, owned by "SUBRECIPIENT," that was constructed or improved with PALS funds, less costs incidental to generation of the income; and
- 5. Interest earned on program income pending its disposition.

# D. DISPOSITION OF PROGRAM INCOME

Income from the Project may be retained by "SUBRECIPIENT" provided that written notification is given to the Neighborhood Services Director and that the income is to be used for the exclusive benefit of the Program.

# E. EXPIRATION OR REVOCATION OF AGREEMENT

Upon the expiration or revocation of this Agreement, "SUBRECIPIENT" shall transfer to CITY any PALS funds on hand at the time of expiration or revocation and any accounts receivable attributable to the use of PALS funds.

# IV. FINANCIAL MANAGEMENT

# A. REIMBURSEMENT

The CITY shall reimburse the "SUBRECIPIENT" only for expenses paid or incurred as outlined in Exhibit A, provided the expenditures are made after the Project's start date and before the completion date as indicated in Section I.D. Subject to the approval of the CITY, the CITY may make direct payment to vendors, using a procurement credit car "P-Card" for purchases less than \$1,000 or a Direct Payment Request "DPR" for purchases greater than \$1,000, in the event "SUBRECIPIENT" does not have sufficient funds to utilize reimbursement process.

# B. DOCUMENTATION OF COSTS

Project Progress Report shall be submitted by the "SUBRECIPIENT" with Supporting Documentation form to the CITY. All costs submitted to CITY for reimbursement or vendor payment shall be recorded by budget line-items and be supported by properly executed time records, invoices, contracts, or vouchers, or other official documentation evidencing in proper detail the nature and propriety of the charge. All checks, invoices, contracts, and vouchers, orders or other accounting documents pertaining in whole or in part to the Agreements, shall be thoroughly identified and readily accessible.

# C. FINANCIAL RECORDKEEPING

Financial records pertaining to all invoices, materials, payrolls, personnel records, and other data concerning matters related to or arguably related to this Agreement may be requested from "SUBRECIPIENT" by duly authorized CITY representatives.

# D. RECORDS

Program records shall be maintained in accordance with CITY requirements with respect to all matters covered by this Agreement. Such records shall be maintained for a period of four years after the term of this Agreement expires (a five year retention period).

# E. PROGRAM BUDGET

Invoice expenditures eligible for payment by the CITY will be in accordance with the Project budget delineated in Exhibit "A" and subject to any conditions imposed in the Scope of Services, to include monthly reports and narratives when seeking reimbursement from the City for Project costs. "SUBRECIPIENT" shall not make any changes in the Project budget unless permission is obtained in writing from the CITY.

# F. METHOD OF PAYMENT

The CITY shall reimburse valid invoices for approved Project budget expenditures identified in Exhibit "A" of this Agreement. Before paying such expenses, the CITY will review invoice expenditures to determine their consistency with the approved eligible expenditures, the scope of services, pursuant to this Agreement. The CITY reserves the right to refuse reimbursement for expenses, which are PALS-ineligible or which are not within the scope of this Agreement. Reimbursement requests shall include reports and narratives as detailed in "Scope of Services" section of this Agreement.

# G. UNEXPENDED FUNDS

In the event that CITY staff anticipates the total amount of funds allocated for this Agreement will not be expended in the time and manner prescribed in this Agreement, the CITY reserves the right to that portion for other Projects/programs operating under the CITY's PALS Program. An extension of an **June 1, 2007** deadline may be authorized in writing by the CITY Neighborhood Services Director or other designee of the Neighborhood Services Director.

# H. ACCOUNTING METHODS

Expenditures charged to CITY fiscal year **2006-2007** PALS funds will be accounted for in a ledger separate from all other revenue sources. These records shall be maintained by "SUBRECIPIENT."

# I. NON-EXPENDABLE PERSONAL PROPERTY, DEPRECIATION SCHEDULES, AND DISPOSITION OF PROPERTY

- 1) Non-expendable personal property will be defined as any property either tangible or intangible other than real property as defined herein which has a unit acquisition cost of \$1000 or more and a useful life of more than one year.
- 2) Organization purchasing or receiving non-expendable personal property as part of their project will give CITY rights to the non-expendable personal property for three years from the date of purchase. Should the organization be dissolved or should the non-expendable personal property not be used in accordance with the grant agreement, CITY will have the right to reappropriate the non-expendable personal property. Examples of non-expendable personal property are vehicles and computer equipment. If said property is a vehicle, the City shall be named as a lien-holder on the title.

# V. MODIFICATION OR TERMINATION OF AGREEMENT

# A. AMENDMENT OR REVISION REQUIRED BY CITY

"SUBRECIPIENT" and the CITY hereby agree to amend or otherwise revise this Agreement should such modification be required by CITY and/or any applicable federal statutes or regulations.

# **B.** TERMINATION

If "SUBRECIPIENT" fails to fulfill in a timely and proper manner its obligation under this Agreement or shall violate any of the covenants, agreements or stipulations of this Agreement, the CITY shall thereupon have the right to suspend or terminate this Agreement and specify the effective date thereof. Such notice shall be given no less than ten (10) days before the effective date of such termination and sent to "SUBRECIPIENT" at 2277 Martin Luther King Blvd., Las Vegas, NV 89106.

# C. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Each and every provision of law and clause required by law to be inserted in this Agreement will be deemed to be inserted herein, and this Agreement shall be read and enforced as though it were included herein and if through mistake or otherwise any such provisions not inserted, or is not correctly inserted, then upon the application of either party this Agreement shall forthwith be physically amended to make such insertion.

IN WITNESS WHEREOF, this Agreement has been executed by duly authorized representatives of each party the day and year first above written.

CITY OF LAS VEGAS Stephen Harsh, Director	Kermit Booker Elementary School, "SUBRECIPIENT"  Kassie DeLaSalle, SCHOOL PROJECT LEADER
ATTEST:	ATTEST:
BARBARA JO RONEMUS, CITYÆLERK By: Beverly K. Bridges Chief Deputy City Clerk	
COUNCIL ACTION: October 18,20	XO.

# Exhibit "A"

M. How will your school sustain this parent involvement after the project has been completed:

We believe that after two and a half years of successful literacy and science nights, provided for through PALS grant funding, parents will develop the habit of attending. They will know what to expect and will look forward to coming to school for these exciting events. This will be the motivation they need and will fuel their desire to be a part of academics at Booker Elementary. Hopefully, monies for food and door prizes will no longer be needed, as parent motivation and desire to participate will be intrinsic rather than extrinsic.

# N: Project Budget:

Itemized list of supplies to be purchased (attach additional sheets as needed:

ltem	Quantity	Purpose	Cost
food/beverages	dinner for 5 nights @ \$500 per night	to provide dinner for those who attend - includes needed paper goods	\$2500.00
door prizes	8/ \$25 per night	educational door prizes	\$1000.00
supplies	vary per night	supplies for science experiments and literacy activities	\$500.00

Total: \$4000.00

# O. Parent Volunteer Match:

Activity	Estimated number of participating parents	Number of Hours	Number of times per year
Planning	3	2	10
Literacy and Science Literacy and Math Nights	100 each month	2	5

X \$15.00 per hour=Total Parent Volunteer Match: \$15,900.00

# N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as needed:

Item	Quantity	Purpose	Cost
food/beverages		to provide a picnic lunch	\$1500.00
paper goods		Plates and napkins for lunch	\$250.00
field day supplies		To organize and play games	\$250.00

Total: \$2000.00

# O. Parent Volunteer Match

Activity	Estimated number of participating parents	Number of Hours	Number of times per year
Planning	5	20	1
Celebrating Booker Picnic	300	3	1

X \$15.00 per hour=Total Parent Volunteer Match: \$15,000.00

P. Donated professional services:

Donation	Donor	Purpose	Value
Teacher participation	Various teachers Approximately: 20	Organizing and implemeting Celebrating Booker Picnic	\$8000.00

Total: \$8000.00

- A. Project 3 of 3
- **B.** Project Coordinator: Kassie DeLaSalle/Amy Podoll (school staff) Rosonea Warren (parent)
- C. Name of Project: Fostering School, Community, and State Awareness
- **D.** Type of Project:

Χ	Parent/School	Communication	<b>Projects</b>
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Health and Safety Programs

- K. Explain the school, student or family need this project will address: In addition to accomplishing the previously stated goals, this project provides an opportunity to reinforce how important it is to be involved. Often, our parents are not the best role models when it comes to being active in civic affairs and voting. By showing the adults how important this is and by allowing them the opportunity to meet these influential people prior to attending the meetings, they will be more familiar and at ease with the process. This in turn, will be demonstrated to their children, building this sense of responsibility in the students, while they are young.
- L. How will this project increase parent participation in your school:

  If we explain to the parents how important it is to be involved, while
  providing those who participate in every step of this project an
  opportunity to go to Carson City, parents will willingly participate. This
  participation will be extended every year after, at the school and city
  level.
- M. How will your school sustain this parent involvement after the project has been completed: Parent involvement will be sustained for the same reasons stated above.

# N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as needed:

Item	Quantity	Purpose	Cost
food/beverages		breakfasts for meetings	\$500.00
paper goods		Plates and napkins for lunch	\$100.00
bus transportation to Carson City		To attend Nevada legislature session	\$1400.00

Total: \$2000.00

# O. Parent Volunteer Match

Activity	Estimated number of participating parents	Number of Hours	Number of times per year
Planning	5	20	1
Shirley Barber meeting/BarPac Meeting	100	4	1

# Exhibit "B"

# **Section 1: Identifying Information**

School:		
Project Name:		
Reporting Period:	Start Date:	End Date:
Person Preparing Report:		
Phone Number:		
goals (described in the c	ontract and Gi	nts for this month. Identify which project rant Application) the organization has been, project successes, and any other

# City of Las Vegas PALS Grant Project Evaluation

Name of School:
Project Name:
Start Date: End Date:
Is this project ongoing?
Person Preparing Report:
Title:
Phone number:
Number of participating parents:  Number of participating staff:
Project Evaluation
Describe your project and its accomplishments:

How were parents inv	olved in the planning and implementation of this project
How did this project a	accomplish the goals outlined in your grant application?_
	of concerns during the planning and implementation of
his project?	
L] Yes	□No
low did vour planning	g team work together to address these concerns?
1011 dia, 7001 pidinini. §	
Parent Involveme	ent
Yes	thelped to recruit more active parents in your school?
Why?	INO
ννιιγ	
And Property Server Ser	
	***************************************
łow will your school su	ustain and/or increase this level of parent involvement? _
<u></u>	

# City of Las Vegas PALS Volunteer Hour Log

School Name:	
Project Title:	
Date Volunteer's Name Activities Performed Time In Time In Out	ime Total
1	1
	:

# Parents As Learning Support Agreement Between the City Of Las Vegas and Mabel Hoggard Magnet School

THIS AGREEMENT, made and entered into this <u>20</u> day of <u>October</u>, 2006 by and between the CITY OF LAS VEGAS, a municipal corporation of the State of Nevada, hereinafter referred to as "CITY", and <u>Mabel Hoggard Magnet School</u>, a Clark County School District elementary school duly organized under the laws of the State of Nevada, hereinafter referred to as "SUBRECIPIENT," whose primary mailing address at the date of execution is **950 N. Tonopah Drive**, Las Vegas, NV **89106**.

# WITNESSETH

WHEREAS, the CITY has allocated funds for the Parents As Learning Support program, hereinafter referred to as "PALS"; and

WHEREAS, the CITY is responsible for planning, administering, implementing, and evaluating the PALS program to ensure that it conforms to the PALS Program Guidelines and Las Vegas City Council goals; and

WHEREAS, CITY, as Grantor, wishes to engage "SUBRECIPIENT" to assist the CITY in utilizing such funds by providing services to meet the PALS Program's objectives, as follows:

- To assist school staff and administrators with establishing parents and school staff as partners in defining and addressing student needs
- To assist schools with identifying unengaged parents and developing strategies for involving them in school activities
- To improve student achievement
- To involve parents in a variety of functions/roles in the school
- To create a support system of families, school staff and community leaders who take responsibility for the safety and well-being of all students attending their school

NOW, THEREFORE, it is agreed between the parties hereto that:

# I. SCOPE OF SERVICE

# A. ACTIVITIES

"SUBRECIPIENT" will be responsible for administering FY2006-2007 PALS-funded programs known as <u>Math League</u>, <u>Agendas as a Communication Tool and Everyday Math Parent Training</u> that provide activities eligible under the Parents As Learning Support Program as cited in the Scope of Services I.B.1, hereinafter referred to as "Program." It is expressly agreed and understood that the total amount to be provided by the CITY under this Agreement shall not exceed \$6,700.00 in PALS funds to be allocated in accordance with the Program Budgets as detailed in Exhibit "A," attached. "SUBRECIPIENT" hereby agrees to utilize said PALS funds made available pursuant to this Agreement to supplement rather than supplant funds otherwise available.

# B. PROGRAM DESCRIPTION

1. Scope of Services to be Provided

# Purpose of Services:

Funding will be used to plan and implement school based projects to increase parent involvement in school activities and increase communication between parents and school staff.

# Tasks to be Performed:

- Math League Create games and projects to help students strengthen their math skills
- Agendas as a Communication Tool Provide each student with an agenda to serve as a communication tool between parents and school staff
- Everyday Math Parent Training Provide training for parents to help them assist their students with math at home

# Level of Service to be Provided:

Projects will increase the number of parent volunteers and provide parents with an active role in their student's education and development.

# Measurable Goals for Grant period:

- Number of parent volunteers
- Number of participating parents

"SUBRECIPIENT" hereby agrees to meet the goals as stated above, to the greatest extent feasible, in order to ensure the success of the Program.

2. The "SUBRECIPIENT" hereby appoints the following representative to attend any meetings of the neighborhood organization in partnership with the City of Las Vegas, Neighborhood Services Department:

**Robin Maglicco, School Project Team Leader**, or a designee chosen at the discretion of SUBRECIPIENT.

# C. Program Reporting

"SUBRECIPIENT" will be required to collect for and provide to the CITY Program accomplishments and usage records beginning **October 18, 2006** or the date first written above, until **June 1, 2007**, unless this Agreement is modified at the express consent of the CITY and "SUBRECIPIENT." "SUBRECIPIENT" shall submit, on a monthly basis, and on occasion upon request of the CITY, a Monthly Progress Report, Project Evaluation Reports and Volunteer Hour Logs, the forms for which are attached as Exhibit "B". These reports shall accompany each request for expenditure or reimbursement of funds. Failure to submit said reports in a timely manner may delay purchases or reimbursement to "SUBRECIPIENT" for grant-eligible Program expense. Records and reports shall contain, but not be limited to, the following data:

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Project Progress Report shall be submitted by the "SUBRECIPIENT" with Supporting Documentation form to the CITY. All costs submitted to CITY for reimbursement or vendor payment shall be recorded by budget line-items and be supported by properly executed time records, invoices, contracts, or vouchers, or other official documentation evidencing in proper detail the nature and propriety of the charge. All checks, invoices, contracts, and vouchers, orders or other accounting documents pertaining in whole or in part to the Agreements, shall be thoroughly identified and readily accessible.

# C. FINANCIAL RECORDKEEPING

Financial records pertaining to all invoices, materials, payrolls, personnel records, and other data concerning matters related to or arguably related to this Agreement may be requested from "SUBRECIPIENT" by duly authorized CITY representatives.

# D. RECORDS

Program records shall be maintained in accordance with CITY requirements with respect to all matters covered by this Agreement. Such records shall be maintained for a period of four years after the term of this Agreement expires (a five year retention period).

# E. PROGRAM BUDGET

Invoice expenditures eligible for payment by the CITY will be in accordance with the Project budget delineated in Exhibit "A" and subject to any conditions imposed in the Scope of Services, to include monthly reports and narratives when seeking reimbursement from the City for Project costs. "SUBRECIPIENT" shall not make any changes in the Project budget unless permission is obtained in writing from the CITY.

# F. METHOD OF PAYMENT

The CITY shall reimburse valid invoices for approved Project budget expenditures identified in Exhibit "A" of this Agreement. Before paying such expenses, the CITY will review invoice expenditures to determine their consistency with the approved eligible expenditures, the scope of services, pursuant to this Agreement. The CITY reserves the right to refuse reimbursement for expenses, which are PALS-ineligible or which are not within the scope of this Agreement. Reimbursement requests shall include reports and narratives as detailed in "Scope of Services" section of this Agreement.

# G. UNEXPENDED FUNDS

In the event that CITY staff anticipates the total amount of funds allocated for this Agreement will not be expended in the time and manner prescribed in this Agreement, the CITY reserves the right to that portion for other Projects/programs operating under the CITY's PALS Program. An extension of an **June 1, 2007** deadline may be authorized in writing by the CITY Neighborhood Services Director or other designee of the Neighborhood Services Director.

# H. ACCOUNTING METHODS

Expenditures charged to CITY fiscal year **2006-2007** PALS funds will be accounted for in a ledger separate from all other revenue sources. These records shall be maintained by "SUBRECIPIENT."

# I. NON-EXPENDABLE PERSONAL PROPERTY, DEPRECIATION SCHEDULES, AND DISPOSITION OF PROPERTY

- 1) Non-expendable personal property will be defined as any property either tangible or intangible other than real property as defined herein which has a unit acquisition cost of \$1000 or more and a useful life of more than one year.
- 2) Organization purchasing or receiving non-expendable personal property as part of their project will give CITY rights to the non-expendable personal property for three years from the date of purchase. Should the organization be dissolved or should the non-expendable personal property not be used in accordance with the grant agreement, CITY will have the right to reappropriate the non-expendable personal property. Examples of non-expendable personal property are vehicles and computer equipment. If said property is a vehicle, the City shall be named as a lien-holder on the title.

# V. MODIFICATION OR TERMINATION OF AGREEMENT

### A. AMENDMENT OR REVISION REQUIRED BY CITY

"SUBRECIPIENT" and the CITY hereby agree to amend or otherwise revise this Agreement should such modification be required by CITY and/or any applicable federal statutes or regulations.

# **B.** TERMINATION

If "SUBRECIPIENT" fails to fulfill in a timely and proper manner its obligation under this Agreement or shall violate any of the covenants, agreements or stipulations of this Agreement, the CITY shall thereupon have the right to suspend or terminate this Agreement and specify the effective date thereof. Such notice shall be given no less than ten (10) days before the effective date of such termination and sent to "SUBRECIPIENT" at <u>950 N. Tonopah Drive, Las Vegas, NV 89106.</u>

### C. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Each and every provision of law and clause required by law to be inserted in this Agreement will be deemed to be inserted herein, and this Agreement shall be read and enforced as though it were included herein and if through mistake or otherwise any such provisions not inserted, or is not correctly inserted, then upon the application of either party this Agreement shall forthwith be physically amended to make such insertion.

IN WITNESS WHEREOF, this Agreement has been executed by duly authorized representatives of each party the day and year first above written.

CHY	OF	LAS	VEGAS	

Mabel Hoggard Magnet School, "SUBRECIPIENT"

TOUN MODUCCO 10-20-06

Robin Maglicco, SCHOOL PROJECT LEADER

ATTEST:

ATTEST:

BARBARA JO RONEMUS, CITY CLERK

Director

By: Be(efly K. Bridges Chief Deputy City Clerk

APPROVED AS TO FORM: Q. Panhicello

# Exhibit "A"

- **L.** How will this project increase parent participation in your school? School events will be added into the agenda. This will help those parents that do not receive the information flyers from their child.
- **M.** How will your school sustain this parent involvement after the project has been completed? The school will continue to use agenda planners in future years.

# N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed):

needed	<i>A</i> ].			
: Item:	Quantity	Cost per item		Total Cost
agendas	430	7.15	Increase student, parent, and teacher communication	3074.50
				-
	<del>,, </del>			

M. How will your school sustain this parent involvement after the project has been completed? The materials purchased will still be available for use next year. We will need to raise the \$300.00 for the competition fee for the following year. Parents that have been trained will continue to help, as well as, recruit additional parents.

### N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed).		1 6.4	Commence of the second second second second	
t len	Quantify	Cost per item	Purpose	Total Cost
weekday workout	5	105.87	Problem solving Curriculum	529.35
Weekday workout books	5	38.22	Student workbook to go with the problem solving curriculum	191.10
Math Contest Fee	4	75.00	Students will compete in the contest 3 times a year	300.00
Contest Sample Test	3	15.00	Allow students to see the format of the contest tests so they can prepare for the contest	45.00
fraction tower activity card	1	12.95	Increase fraction, decimal and percentage knowledge	12.95
Angle shapes	1	12.95	Manipulatives for understanding angles	12.95
Probabitity kit	1	34.95	Manipulative for teaching probability	34.95
Forg Pond Fraction game	3	21.99	Increase fraction understanding through game play	65.97
Numeracy fraction game	3	19.99	Increase fraction understanding though game play	59.97
folding geometric shapes	1	36.95	Identify properties of solids	36.95
place value card game	3	3.99	Practice place value	11.97

fraction decimalal percent cubes	10	12.95	Used with fraction cards to increase understanding of fractions, percents and decimals	129.50
Lets Go Shopping Game	3	24.95	Increase understanding of money	74.85
Intermediate Math Games	3	29.99	Variety of games to build math skills	89.97
Primary Math Games	3	29.99	Variety of games to build math skills	89.97
totally tut	3	21.95	Game to build math skills	65.85
math dash addition/subtraction	3	21.99	Game to build addtion and subtraction recall	65.97
math dash multiplication/division	3	21.99	Game to build multiplication and division recall	65.94
krypto	3	6.95	Game to build fact recall	20.85
Math Dash Crossword	3	24.95	Game to build fact recall	74.85
time concepts and problem solving books	4	7.99	Books to build time and problem solving skills in grades 2-5	31.96
Sudoko	3	20.99	Game to build patterning skills	62.97
Master Mind for Kids	3	12.99	Game to build logic skills	38.85
Make 7	3	12.00	Game to build logic skills	36.00
Smath	3	12.99	Game to build logic skills	38.97
Chess	3	4.75	Game to build logic skills	14.25
Chinese Checkers	3	3.95	Game to build logic skills	11.85
Noodles Book	1	12.95	Problem solving and Logic skills book	12.95
Quizzles Book	1	14.95	Problem solving and	14.95
				see

Total additiona

N. Project Budget
Itemized list of supplies to be purchased (attach additional sheets as

needed):				
len.	Quantity	Cost p	er Purpose	Total.
Continued Budget				-
Quizzles Book 2	1	14.95	Problem solving and Logic skills book	14.95
Scratch your Brain	1	16.99	Problem solving and Logic skills book	16.99
Scratch Your Brain 2	1	16.99	Problem solving and Logic skills book	16.99
Basic Math Skills Book grades 2-6	5	29.99	Various activities to build math	149.95
Teach and Test Math books grades 2-6	5	11.95	Various activities to build math skills	59.75
Math Topics grades 2-6	5	12.99	Various activities to build math skills	64.95
Math Achievement Book grades 2-6	5	10.99	Various activities to build math	54.95
Connect 4 game	6	17.33	Game to improve logic skills	103.98
Battleship	6	17.33	Game to improve logic skills	103.98
			Total	0000 15
			Total	2828.15

- L. How will this project increase parent participation in your school? It is believed that once the classes have begun, parents will inform toher parents of the benefits of attending the classes; therefore, generating a greater parent involvement. The Family Games Kit will allow parents to become active in their child's education on a nightly basis.
- M. How will your school sustain this parent involvement after the project has been completed? Once materials are purchased, they can be used year after year. The parent training meeting will be continued through the use of parent volunteers and staff.

### N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed	d):			- 60	
ltem:	Quantity	Cost per item	Purpose ***	, Total Cost	
Everyday Math Family Games Kit	95	34.46	Enable parents to help their children retain and practice math skills taught at school	3368.70	X696.85
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### O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

Áctivity	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
Math Night	7	3	2	42
Planning Meeting for Math Night	7	1	2	14
Math Night Volunteers	19	3	2	114

# Exhibit "B"

## Section 1: Identifying Information

Section 1: Identifying	g Information		
School:  Project Name:  Reporting Period:  Person Preparing Report:  Phone Number:	Start Date:	End Date:	

Please describe your project accomplishments for this month. Identify which project Section 2: Report Narrative goals (described in the contract and Grant Application) the organization has addressed. Also document areas of concern, project successes, and any other pertinent information.

# City of Las Vegas PALS Grant Project Evaluation

	Grant Project 2
Name of School:	
Project Name:	End Date:
Start Date:	☐ Yes ☐ No
Is this project one	
Person Preparing Report:	
Phone number:	
c articinating	parents:
Number of participating	g staff:
Number of participation	
Project Evaluation  Describe your project	and its accomplishments:

How were parents involved in the planning and implementation of this project?
How did this project accomplish the goals outlined in your grant application?
Were there any areas of concerns during the planning and implementation of
this project?
☐ Yes ☐ No
How did your planning team work together to address these concerns?
Parent Involvement
Do you feel this project helped to recruit more active parents in your school?
☐ Yes ☐ No
Why?
How will your school sustain and/or increase this level of parent involvement?

# City of Las Vegas PALS Volunteer Hour Log

School Name:	
Project Title:	
Volunteer's Name	Activities Performed Time In Out Hours

### Parents As Learning Support Agreement Between the City Of Las Vegas and Walter Bracken Elementary School

THIS AGREEMENT, made and entered into this 10<sup>+h</sup> day of October, 2006 by and between the CITY OF LAS VEGAS, a municipal corporation of the State of Nevada, hereinafter referred to as "CITY", and Walter Bracken Elementary School, a Clark County School District elementary school duly organized under the laws of the State of Nevada, hereinafter referred to as "SUBRECIPIENT," whose primary mailing address at the date of execution is 1200 N. 27<sup>th</sup> Street, Las Vegas, NV 89101.

### WITNESSETH

WHEREAS, the CITY has allocated funds for the Parents As Learning Support program, hereinafter referred to as "PALS"; and

WHEREAS, the CITY is responsible for planning, administering, implementing, and evaluating the PALS program to ensure that it conforms to the PALS Program Guidelines and Las Vegas City Council goals; and

WHEREAS, CITY, as Grantor, wishes to engage "SUBRECIPIENT" to assist the CITY in utilizing such funds by providing services to meet the PALS Program's objectives, as follows:

- To assist school staff and administrators with establishing parents and school staff as partners in defining and addressing student needs
- To assist schools with identifying unengaged parents and developing strategies for involving them in school activities
- To improve student achievement
- To involve parents in a variety of functions/roles in the school
- To create a support system of families, school staff and community leaders who take responsibility for the safety and well-being of all students attending their school

NOW, THEREFORE, it is agreed between the parties hereto that;

### I. SCOPE OF SERVICE

### A. ACTIVITIES

"SUBRECIPIENT" will be responsible for administering FY2006-2007 PALS-funded programs known as <a href="Herb Cooking Garden">Herb Cooking Garden</a>, Bracken Broadcasters, Family Math and Science <a href="Night and Leveled Reading">Night and Leveled Reading</a> that provide activities eligible under the Parents As Learning Support Program as cited in the Scope of Services I.B.1, hereinafter referred to as "Program." It is expressly agreed and understood that the total amount to be provided by the CITY under this Agreement shall not exceed \$8,000.00 in PALS funds to be allocated in accordance with the Program Budgets as detailed in Exhibit "A," attached. "SUBRECIPIENT" hereby agrees to utilize said PALS funds made available pursuant to this Agreement to supplement rather than supplant funds otherwise available.

### B. PROGRAM DESCRIPTION

1. Scope of Services to be Provided

### Purpose of Services:

Funding will be used to plan and implement school based projects to increase parent involvement in school activities and increase communication between parents and school staff.

### Tasks to be Performed:

- Herb Cooking Garden Create a greenhouse to serve as an outdoor learning classroom for parents and students
- Bracken Broadcasters Post student video clips on the school's website to increase parent traffic
- Family Math and Science Night Host math and science workshops to help parents develop their students academic skills at home
- Leveled Reading Provide books and resource materials to parents whose students are struggling

### Level of Service to be Provided:

Projects will increase the number of parent volunteers and provide parents with an active role in their student's education and development.

### Measurable Goals for Grant period:

- Number of parent volunteers
- Number of participating parents

"SUBRECIPIENT" hereby agrees to meet the goals as stated above, to the greatest extent feasible, in order to ensure the success of the Program.

2. The "SUBRECIPIENT" hereby appoints the following representative to attend any meetings of the neighborhood organization in partnership with the City of Las Vegas, Neighborhood Services Department:

Connie Chan, School Project Team Leader, or a designee chosen at the discretion of SUBRECIPIENT.

### C. Program Reporting

"SUBRECIPIENT" will be required to collect for and provide to the CITY Program accomplishments and usage records beginning **October 18, 2006** or the date first written above, until **June 1, 2007**, unless this Agreement is modified at the express consent of the CITY and "SUBRECIPIENT." "SUBRECIPIENT" shall submit, on a monthly basis, and on occasion upon request of the CITY, a Monthly Progress Report, Project Evaluation Reports and Volunteer Hour Logs, the forms for which are attached as Exhibit "B". These reports shall accompany each request for expenditure or reimbursement of funds. Failure to submit said reports in a timely manner may delay purchases or reimbursement to "SUBRECIPIENT" for grant-eligible Program expense. Records and reports shall contain, but not be limited to, the following data:

- Statement of Program goals cited in "SUBRECIPIENT" application and measurable accomplishments toward achieving said goals through reporting date of said report.
- 2) Whenever applicable, written narrative of activities. Written narrative and description of services shall be included in each monthly report.
- 3) Volunteer Hour Logs should be submitted with copies of written materials which document the expenditure of the donated good(s), which are reported. This documentation will include: letters from professionals, identifying the donation they have made and its value, vendor receipts for donated goods or receipts for expenditures paid by funds raised by the "SUBRECIPIENT".
- 4) The "SUBRECIPIENT" shall provide a copy of all written reports developed for the Project to the CITY. These may be included with the Project Evaluation Report or under separate cover. Materials which help document the progress of the Project include: project meeting or event flyers, project meeting minutes, draft reports, final reports, photographs, timelines, job descriptions, contractor contracts, and participant interviews, and videos.
- 5) The "SUBRECIPIENT" shall provide a final, brief, written report that summarizes the Project's successes and lessons learned.

These reports will be forwarded to the City of Las Vegas Neighborhood Services Department, ATTN: Neighborhood Initiatives Division. CITY will monitor the performance of "SUBRECIPIENT" against goals and performance standards required herein. Substandard performance as determined by CITY will constitute non-compliance with this Agreement.

If action to correct such substandard performance is not taken by "SUBRECIPIENT" within a reasonable period of time after being notified by CITY, contract suspension or termination procedures will be initiated.

### D. TIME OF PERFORMANCE

This Agreement provides for PALS funding of "SUBRECIPIENT" program rendered in accordance with this Agreement from **October 18, 2006**, or the date first written above, through **June 1, 2007**. The CITY shall bear no liability to fund or provide payment for "SUBRECIPIENT" program services in the event that no PALS grant award funds are received during fiscal year **2006-2007**. Furthermore, the CITY shall be liable only for payment proportional to the extent that PALS grant award funds are appropriated and allocated by the CITY. "SUBRECIPIENT" program expenses incurred after **October 18, 2006**, but prior to execution of this Agreement will not be reimbursed.

### **II. CITY GENERAL CONDITIONS**

### A. COMPLIANCE WITH OTHER APPLICABLE STATUTES AND REGULATIONS

"SUBRECIPIENT" shall obtain any and all Federal, State, and Local permits and licenses required to execute the Project or Program as described in the Agreement's Scope of Services. "SUBRECIPIENT" further agrees to abide by all applicable Federal, State, and Local codes, regulations, statutes, ordinances, and laws.

### B. SUBRECIPIENT RETAINS EXCLUSIVE RIGHT OF PERFORMING SERVICES

"SUBRECIPIENT" has requested financial support of the CITY to enable "SUBRECIPIENT" to provide the services contemplated in Section I. The CITY shall have no relationship whatsoever with the services contemplated herein except the provision of financial support and the receipt of reports as provided herein. In any and all events, the services contemplated herein shall be rendered at the time, in the manner and under circumstances determined solely and exclusively by "SUBRECIPIENT," subject only to review by the City of Las Vegas, Neighborhood Services Director or other designee of the Neighborhood Services Director to assure continuing eligibility for PALS funding.

### C. INDEMNIFICATION

"SUBRECIPIENT" agrees to protect, defend, indemnify and save harmless the CITY from and against any and all liability, damages, claims, suits, liens, and judgments of whatever nature, including but not limited to, claims for contribution and/or indemnification for injuries to or death of any person or persons, caused by, in connection with, or arising out of any activities undertaken pursuant to this Agreement. "SUBRECIPIENT's" obligation to protect, defend, indemnify, and save harmless as set forth in this paragraph, shall include any and all attorneys' fees incurred by the CITY in the defense and/or handling of said suits, demands, judgments, liens, claims and the like and all attorneys' fees and investigation expenses incurred by the CITY in enforcing and/or obtaining compliance with the provisions of this paragraph.

### D. LIMIT ON ASSIGNMENT OF INTEREST

"SUBRECIPIENT" may not assign any part of its rights in this Agreement without consent of CITY. Any such assignment of rights without consent of CITY shall result in the forfeiture of all compensation, or any part thereof, as determined by CITY.

### E. ON-SITE MONITORING

Projects and programs funded under this Agreement will be subject to on-site monitoring by duly authorized CITY representatives. Said representatives will be announced, at a minimum, 24 hours in advance of such visits. The representatives may request, and be granted access to records. Representatives may, on occasion, interview Program volunteers and participants who volunteer to be interviewed.

### F. ACCESS TO RECORDS

At any time during normal business hours, "SUBRECIPIENT'S" records, with respect to matters covered by this Agreement shall be made available for audit, examination, and review by CITY representatives.

### G. INSURANCE

If "SUBRECIPIENT" uses a vehicle in providing its services, it shall carry or provide a Comprehensive Automobile Liability Insurance covering bodily injury and property damage, with a minimum comprehensive single limit liability of \$1,000,000.00.

The CITY shall be named as an additional insured in all policies of insurance obtained pursuant to this Agreement. The CITY shall be furnished evidence that the foregoing insurance coverage(s) are in effect, and the CITY shall be notified at least thirty (30) days prior to the cancellation or material change of any such coverage.

### **III. OTHER GENERAL CONDITIONS**

### A. RELIGIOUS ACTIVITIES

As a general rule, in accordance with First Amendment Church/State Principles, PALS assistance may not be used for religious activities or provided to primarily religious entities for any activities, including secular activities.

### B. POLITICAL ACTIVITIES

"SUBRECIPIENT" will comply with this section, which prohibits the use of PALS funds to finance the use of facilities or equipment for political purposes or to engage in other partisan political activities, such as candidate forums, voter transportation, or voter registration.

### C. PROGRAM INCOME

"SUBRECIPIENT" agrees that program income, includes, but is not limited to, the following:

- 1. Proceeds from the disposition by sale or long-term lease of real property purchased or improved with PALS funds;
- Proceeds from the disposition of equipment purchased with PALS funds;
- Gross income from the use or rental of real or personal property acquired by "SUBRECIPIENT" with PALS funds, less costs incidental to generation of the income;
- Gross income from the use or rental of real property, owned by "SUBRECIPIENT," that was constructed or improved with PALS funds, less costs incidental to generation of the income; and
- 5. Interest earned on program income pending its disposition.

### D. DISPOSITION OF PROGRAM INCOME

Income from the Project may be retained by "SUBRECIPIENT" provided that written notification is given to the Neighborhood Services Director and that the income is to be used for the exclusive benefit of the Program.

### E. EXPIRATION OR REVOCATION OF AGREEMENT

Upon the expiration or revocation of this Agreement, "SUBRECIPIENT" shall transfer to CITY any PALS funds on hand at the time of expiration or revocation and any accounts receivable attributable to the use of PALS funds.

### IV. FINANCIAL MANAGEMENT

### A. REIMBURSEMENT

The CITY shall reimburse the "SUBRECIPIENT" only for expenses paid or incurred as outlined in Exhibit A, provided the expenditures are made after the Project's start date and before the completion date as indicated in Section I.D. Subject to the approval of the CITY, the CITY may make direct payment to vendors, using a procurement credit car "P-Card" for purchases less than \$1,000 or a Direct Payment Request "DPR" for purchases greater than \$1,000, in the event "SUBRECIPIENT" does not have sufficient funds to utilize reimbursement process.

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The CITY shall reimburse valid invoices for approved Project budget expenditures identified in Exhibit "A" of this Agreement. Before paying such expenses, the CITY will review invoice expenditures to determine their consistency with the approved eligible expenditures, the scope of services, pursuant to this Agreement. The CITY reserves the right to refuse reimbursement for expenses, which are PALS-ineligible or which are not within the scope of this Agreement. Reimbursement requests shall include reports and narratives as detailed in "Scope of Services" section of this Agreement.

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In the event that CITY staff anticipates the total amount of funds allocated for this Agreement will not be expended in the time and manner prescribed in this Agreement, the CITY reserves the right to that portion for other Projects/programs operating under the CITY's PALS Program. An extension of an **June 1, 2007** deadline may be authorized in writing by the CITY Neighborhood Services Director or other designee of the Neighborhood Services Director.

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Expenditures charged to CITY fiscal year **2006-2007** PALS funds will be accounted for in a ledger separate from all other revenue sources. These records shall be maintained by "SUBRECIPIENT."

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- 2) Organization purchasing or receiving non-expendable personal property as part of their project will give CITY rights to the non-expendable personal property for three years from the date of purchase. Should the organization be dissolved or should the non-expendable personal property not be used in accordance with the grant agreement, CITY will have the right to reappropriate the non-expendable personal property. Examples of non-expendable personal property are vehicles and computer equipment. If said property is a vehicle, the City shall be named as a lien-holder on the title.

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### A. AMENDMENT OR REVISION REQUIRED BY CITY

"SUBRECIPIENT" and the CITY hereby agree to amend or otherwise revise this Agreement should such modification be required by CITY and/or any applicable federal statutes or regulations.

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Each and every provision of law and clause required by law to be inserted in this Agreement will be deemed to be inserted herein, and this Agreement shall be read and enforced as though it were included herein and if through mistake or otherwise any such provisions not inserted, or is not correctly inserted, then upon the application of either party this Agreement shall forthwith be physically amended to make such insertion.

IN WITNESS WHEREOF, this Agreement has been executed by duly authorized representatives of each party the day and year first above written.

CITY OF LAS VEGAS

Walter Bracken Elementary School, "SUBRECIPIENT"

Stephen Harsin, Director

Connie Chan, SCHOOL PROJECT LEADER

ATTEST:

By: Beverly K. Bridges
Chief Deputy City Clerk

COUNCIL ACTION: October 18, 2006

APPROVED AS TO FORM: D. Hontiallo 10/18/04

### Exhibit "A"

- L. How will this project increase parent participation in your school? Parents and volunteers with gardening expertise will enjoy helping with this project.
- M. How will your school sustain this parent involvement after the project has been completed? Classroom teachers will use this area as a part of their instruction and they will have lessons throughout the year with parent participation.

### N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

neede	u).			
ltem	Quantity	Cost per item	Purpose	Total Cost
Tables	3	510	For the outdoor learning area	1810.00
Garden Hose	1	30	for the greenhouse and garden area	30
Seeds	5	22.95	Herb Seeds and Seeds to start plants for the other gardens on campus	114.75
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### O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

Activity	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
Junior Chef	3	2	12	72
Greenhouse Set-Up	6	6	1	36
Greenhouse Planting	20	6	10	120
· · · · · · · · · · · · · · · · · · ·				

- **L.** How will this project increase parent participation in your school? Parents will want to see their children and will want to share their child's success with others. We feel this will be an entertaining way to share information about our program.
- M. How will your school sustain this parent involvement after the project has been completed? We do not anticipate a completion ever. This will be a new feature of our program that we plan to sustain and increase. The goal eventually will be to have our parents access our program information online saving paper!

### N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

Quantity	Cost per item	Purpose	Total Cost
1	99.00	This is a tool to provide the students with a clear microphone when conducting interviews.	99.00
1	399.00	This will allow students to conduct interviews that can be heard clearly when recorded.	399.00
1	277.95	This will provide lighting for the studio and includes spare bulbs.	277.95
1	699.38	The greenscreen will allow students to edit video and put in different backgrounds.	699.38
2	116.15	These chairs will be used for the "reporters" to sit in during interviews.	232.30
10	20.00		200
	1 1 2	1 99.00 1 399.00 1 277.95 1 699.38 2 116.15	This is a tool to provide the students with a clear microphone when conducting interviews.  This will allow students to conduct interviews that can be heard clearly when recorded.  This will provide lighting for the studio and includes spare bulbs.  The greenscreen will allow students to edit video and put in different backgrounds.  These chairs will be used for the "reporters" to sit in during interviews.

	100.00
Shipping needs to be figured	100.00
Total <b>T</b>	2007.63

### O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

Activity	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
Studio Set Up	4	5	9	180

- L. How will this project increase parent participation in your school? Parents will have the chance to observe their children reading, get them to tutoring class consistently and observe improved achievment as a result of daily reading.
- M. How will your school sustain this parent involvement after the project has been completed? This will be a project that is ongoing and will continue for years to come.

N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

neede	<u>a):                                    </u>			
Item	Quantity	Cost per item	Purpose	Total Cost
			See attached book order list from Scholastic and Barnes and Noble	1983.23
			Contraction and Painter and	shipping
			·	
	-			

		-			
				Total	2000.00

### O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

Activity	Number of volunteers	Number of hours	Number of fimes per year	Total hours for this activity
Add books to book room	2	10	1	20
Teachers access books to check out to children	16	.5	18	144
	·			

- **K.** Explain the school, student or family need this project will address: Parents don't often understand the process of learning and we need to model the teaching process for them so that they can better support their children in school. Children need extra practice on math skills and need to prepare ongoing science projects at home as they get older. We would like to prepare our parents so that they can help their children.
- **L.** How will this project increase parent participation in your school? All parents will have the chance to help their children and will know staff better so that they will know who to ask for help.
- M. How will your school sustain this parent involvement after the project has been completed? We would like to work on local organizations to provide donations in the future for this event. We will take pictures and have parent survey results to use to help local companies to understand our vision of parent support and training. We hope that this will help our school partners to see what we are trying to accomplish and continue to support our efforts.

### N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed).		_		
Item	Quantity	Cost per item	Purpose	Total Cost
Science Boards	300	5.00	Each child in 3-5 <sup>th</sup> grades need a board for science fair.	1500.00
Math Manipulatives	misc		Dice, beans, paper, spinners and other math materials will be purchased for the games for the family math night. Materials will be prepared in kits for the parents. Donations will also be sought to support this event and a Target grant will support the snacks at both events.	500.00

	-
Total 20	00.00

### O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

Activity	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
Family Math Night	10	2	1	20
Family Science Night	10	2	1	20
	C with the			

### Exhibit "B"

### **Section 1: Identifying Information**

School:		
Project Name:		·
Reporting Period:	Start Date:	End Date:
Person Preparing Report:		
Phone Number:		
goals (described in the c	t accomplishmen contract and Gr	nts for this month. Identify which project rant Application) the organization has sern, project successes, and any other

# City of Las Vegas PALS Grant Project Evaluation

Name of School:
Project Name:
Start Date: End Date:
Is this project ongoing?
Person Preparing Report:
Title:
Phone number:
Number of participating parents:  Number of participating staff:
Project Evaluation
Describe your project and its accomplishments:

How were parents involved in the planning and implementation of this project?
How did this project accomplish the goals outlined in your grant application?
Were there any areas of concerns during the planning and implementation of
this project?
How did your planning team work together to address these concerns?
Parent Involvement
Do you fool this project pale of to recruit more active parents in your school?
Do you feel this project helped to recruit more active parents in your school?
☐ Yes ☐ No
Why?
How will your school sustain and/or increase this level of parent involvement?

# City of Las Vegas PALS Volunteer Hour Log

School Name:		
Project Title:		
Date Volunteer's Name	Activities Performed	Time in Out Hours
		1 1

### Parents As Learning Support Agreement Between the City Of Las Vegas and Wing and Lilly Fong Elementary School

THIS AGREEMENT, made and entered into this 24 day of October, 2006 by and between the CITY OF LAS VEGAS, a municipal corporation of the State of Nevada, hereinafter referred to as "CITY", and Wing and Lilly Fong Elementary School, a Clark County School District elementary school duly organized under the laws of the State of Nevada, hereinafter referred to as "SUBRECIPIENT," whose primary mailing address at the date of execution is 2200 James Bilbray Drive, Las Vegas, NV 89108.

### WITNESSETH

WHEREAS, the CITY has allocated funds for the Parents As Learning Support program, hereinafter referred to as "PALS"; and

WHEREAS, the CITY is responsible for planning, administering, implementing, and evaluating the PALS program to ensure that it conforms to the PALS Program Guidelines and Las Vegas City Council goals; and

WHEREAS, CITY, as Grantor, wishes to engage "SUBRECIPIENT" to assist the CITY in utilizing such funds by providing services to meet the PALS Program's objectives, as follows:

- To assist school staff and administrators with establishing parents and school staff as partners in defining and addressing student needs
- To assist schools with identifying unengaged parents and developing strategies for involving them in school activities
- To improve student achievement
- To involve parents in a variety of functions/roles in the school
- To create a support system of families, school staff and community leaders who take responsibility for the safety and well-being of all students attending their school

NOW, THEREFORE, it is agreed between the parties hereto that;

### I. SCOPE OF SERVICE

### A. ACTIVITIES

"SUBRECIPIENT" will be responsible for administering FY2006-2007 PALS-funded programs known as Parent Resource Center, Health and Safety Awarness, After School Tutoring and Second Cup of Coffee that provide activities eligible under the Parents As Learning Support Program as cited in the Scope of Services I.B.1, hereinafter referred to as "Program." It is expressly agreed and understood that the total amount to be provided by the CITY under this Agreement shall not exceed \$8,000.00 in PALS funds to be allocated in accordance with the Program Budgets as detailed in Exhibit "A," attached. "SUBRECIPIENT" hereby agrees to utilize said PALS funds made available pursuant to this Agreement to supplement rather than supplant funds otherwise available.

### B. PROGRAM DESCRIPTION

1. Scope of Services to be Provided

### Purpose of Services:

Funding will be used to plan and implement school based projects to increase parent involvement in school activities and increase communication between parents and school staff.

### Tasks to be Performed:

- Parent Resource Center Create a parent resource center on the school's campus to provide support to families in need
- Health and Safety Awarness Host school baskeball and soccer leagues to promote fitness and healthy lifestyles
- After School Tutoring Provide after school tutoring for students
- Second Cup of Coffee Host workshops and roundtable discussions to gain parent involvement and support

### Level of Service to be Provided:

Projects will increase the number of parent volunteers and provide parents with an active role in their student's education and development.

### Measurable Goals for Grant period:

- Number of parent volunteers
- Number of participating parents

"SUBRECIPIENT" hereby agrees to meet the goals as stated above, to the greatest extent feasible, in order to ensure the success of the Program.

2. The "SUBRECIPIENT" hereby appoints the following representative to attend any meetings of the neighborhood organization in partnership with the City of Las Vegas, Neighborhood Services Department:

**Carey Roybal-Benson, School Project Team Leader**, or a designee chosen at the discretion of SUBRECIPIENT.

### C. Program Reporting

"SUBRECIPIENT" will be required to collect for and provide to the CITY Program accomplishments and usage records beginning **October 18, 2006** or the date first written above, until **June 1, 2007**, unless this Agreement is modified at the express consent of the CITY and "SUBRECIPIENT." "SUBRECIPIENT" shall submit, on a monthly basis, and on occasion upon request of the CITY, a Monthly Progress Report, Project Evaluation Reports and Volunteer Hour Logs, the forms for which are attached as Exhibit "B". These reports shall accompany each request for expenditure or reimbursement of funds. Failure to submit said reports in a timely manner may delay purchases or reimbursement to "SUBRECIPIENT" for grant-eligible Program expense. Records and reports shall contain, but not be limited to, the following data:

- 1) Statement of Program goals cited in "SUBRECIPIENT" application and measurable accomplishments toward achieving said goals through reporting date of said report.
- 2) Whenever applicable, written narrative of activities. Written narrative and description of services shall be included in each monthly report.
- 3) Volunteer Hour Logs should be submitted with copies of written materials which document the expenditure of the donated good(s), which are reported. This documentation will include: letters from professionals, identifying the donation they have made and its value, vendor receipts for donated goods or receipts for expenditures paid by funds raised by the "SUBRECIPIENT".
- 4) The "SUBRECIPIENT" shall provide a copy of all written reports developed for the Project to the CITY. These may be included with the Project Evaluation Report or under separate cover. Materials which help document the progress of the Project include: project meeting or event flyers, project meeting minutes, draft reports, final reports, photographs, timelines, job descriptions, contractor contracts, and participant interviews, and videos.
- 5) The "SUBRECIPIENT" shall provide a final, brief, written report that summarizes the Project's successes and lessons learned.

These reports will be forwarded to the City of Las Vegas Neighborhood Services Department, ATTN: Neighborhood Initiatives Division. CITY will monitor the performance of "SUBRECIPIENT" against goals and performance standards required herein. Substandard performance as determined by CITY will constitute non-compliance with this Agreement.

If action to correct such substandard performance is not taken by "SUBRECIPIENT" within a reasonable period of time after being notified by CITY, contract suspension or termination procedures will be initiated.

### D. TIME OF PERFORMANCE

This Agreement provides for PALS funding of "SUBRECIPIENT" program rendered in accordance with this Agreement from October 18, 2006, or the date first written above, through June 1, 2007. The CITY shall bear no liability to fund or provide payment for "SUBRECIPIENT" program services in the event that no PALS grant award funds are received during fiscal year 2006-2007. Furthermore, the CITY shall be liable only for payment proportional to the extent that PALS grant award funds are appropriated and allocated by the CITY. "SUBRECIPIENT" program expenses incurred after October 18, 2006, but prior to execution of this Agreement will not be reimbursed.

### **II. CITY GENERAL CONDITIONS**

### A. COMPLIANCE WITH OTHER APPLICABLE STATUTES AND REGULATIONS

"SUBRECIPIENT" shall obtain any and all Federal, State, and Local permits and licenses required to execute the Project or Program as described in the Agreement's Scope of Services. "SUBRECIPIENT" further agrees to abide by all applicable Federal, State, and Local codes, regulations, statutes, ordinances, and laws.

### B. SUBRECIPIENT RETAINS EXCLUSIVE RIGHT OF PERFORMING SERVICES

"SUBRECIPIENT" has requested financial support of the CITY to enable "SUBRECIPIENT" to provide the services contemplated in Section I. The CITY shall have no relationship whatsoever with the services contemplated herein except the provision of financial support and the receipt of reports as provided herein. In any and all events, the services contemplated herein shall be rendered at the time, in the manner and under circumstances determined solely and exclusively by "SUBRECIPIENT," subject only to review by the City of Las Vegas, Neighborhood Services Director or other designee of the Neighborhood Services Director to assure continuing eligibility for PALS funding.

### C. INDEMNIFICATION

"SUBRECIPIENT" agrees to protect, defend, indemnify and save harmless the CITY from and against any and all liability, damages, claims, suits, liens, and judgments of whatever nature, including but not limited to, claims for contribution and/or indemnification for injuries to or death of any person or persons, caused by, in connection with, or arising out of any activities undertaken pursuant to this Agreement. "SUBRECIPIENT's" obligation to protect, defend, indemnify, and save harmless as set forth in this paragraph, shall include any and all attorneys' fees incurred by the CITY in the defense and/or handling of said suits, demands, judgments, liens, claims and the like and all attorneys' fees and investigation expenses incurred by the CITY in enforcing and/or obtaining compliance with the provisions of this paragraph.

### D. LIMIT ON ASSIGNMENT OF INTEREST

"SUBRECIPIENT" may not assign any part of its rights in this Agreement without consent of CITY. Any such assignment of rights without consent of CITY shall result in the forfeiture of all compensation, or any part thereof, as determined by CITY.

### E. ON-SITE MONITORING

Projects and programs funded under this Agreement will be subject to on-site monitoring by duly authorized CITY representatives. Said representatives will be announced, at a minimum, 24 hours in advance of such visits. The representatives may request, and be granted access to records. Representatives may, on occasion, interview Program volunteers and participants who volunteer to be interviewed.

### F. ACCESS TO RECORDS

At any time during normal business hours, "SUBRECIPIENT'S" records, with respect to matters covered by this Agreement shall be made available for audit, examination, and review by CITY representatives.

### G. INSURANCE

If "SUBRECIPIENT" uses a vehicle in providing its services, it shall carry or provide a Comprehensive Automobile Liability Insurance covering bodily injury and property damage, with a minimum comprehensive single limit liability of \$1,000,000.00.

The CITY shall be named as an additional insured in all policies of insurance obtained pursuant to this Agreement. The CITY shall be furnished evidence that the foregoing insurance coverage(s) are in effect, and the CITY shall be notified at least thirty (30) days prior to the cancellation or material change of any such coverage.

### **III. OTHER GENERAL CONDITIONS**

### A. RELIGIOUS ACTIVITIES

As a general rule, in accordance with First Amendment Church/State Principles, PALS assistance may not be used for religious activities or provided to primarily religious entities for any activities, including secular activities.

### B. POLITICAL ACTIVITIES

"SUBRECIPIENT" will comply with this section, which prohibits the use of PALS funds to finance the use of facilities or equipment for political purposes or to engage in other partisan political activities, such as candidate forums, voter transportation, or voter registration.

### C. PROGRAM INCOME

"SUBRECIPIENT" agrees that program income, includes, but is not limited to, the following:

- 1. Proceeds from the disposition by sale or long-term lease of real property purchased or improved with PALS funds;
- 2. Proceeds from the disposition of equipment purchased with PALS funds;
- Gross income from the use or rental of real or personal property acquired by "SUBRECIPIENT" with PALS funds, less costs incidental to generation of the income;
- Gross income from the use or rental of real property, owned by "SUBRECIPIENT," that was constructed or improved with PALS funds, less costs incidental to generation of the income; and
- 5. Interest earned on program income pending its disposition.

### D. DISPOSITION OF PROGRAM INCOME

Income from the Project may be retained by "SUBRECIPIENT" provided that written notification is given to the Neighborhood Services Director and that the income is to be used for the exclusive benefit of the Program.

### E. EXPIRATION OR REVOCATION OF AGREEMENT

Upon the expiration or revocation of this Agreement, "SUBRECIPIENT" shall transfer to CITY any PALS funds on hand at the time of expiration or revocation and any accounts receivable attributable to the use of PALS funds.

### IV. FINANCIAL MANAGEMENT

### A. REIMBURSEMENT

The CITY shall reimburse the "SUBRECIPIENT" only for expenses paid or incurred as outlined in Exhibit A, provided the expenditures are made after the Project's start date and before the completion date as indicated in Section I.D. Subject to the approval of the CITY, the CITY may make direct payment to vendors, using a procurement credit car "P-Card" for purchases less than \$1,000 or a Direct Payment Request "DPR" for purchases greater than \$1,000, in the event "SUBRECIPIENT" does not have sufficient funds to utilize reimbursement process.

### B. DOCUMENTATION OF COSTS

Project Progress Report shall be submitted by the "SUBRECIPIENT" with Supporting Documentation form to the CITY. All costs submitted to CITY for reimbursement or vendor payment shall be recorded by budget line-items and be supported by properly executed time records, invoices, contracts, or vouchers, or other official documentation evidencing in proper detail the nature and propriety of the charge. All checks, invoices, contracts, and vouchers, orders or other accounting documents pertaining in whole or in part to the Agreements, shall be thoroughly identified and readily accessible.

### C. FINANCIAL RECORDKEEPING

Financial records pertaining to all invoices, materials, payrolls, personnel records, and other data concerning matters related to or arguably related to this Agreement may be requested from "SUBRECIPIENT" by duly authorized CITY representatives.

### D. RECORDS

Program records shall be maintained in accordance with CITY requirements with respect to all matters covered by this Agreement. Such records shall be maintained for a period of four years after the term of this Agreement expires (a five year retention period).

### E. PROGRAM BUDGET

Invoice expenditures eligible for payment by the CITY will be in accordance with the Project budget delineated in Exhibit "A" and subject to any conditions imposed in the Scope of Services, to include monthly reports and narratives when seeking reimbursement from the City for Project costs. "SUBRECIPIENT" shall not make any changes in the Project budget unless permission is obtained in writing from the CITY.

### F. METHOD OF PAYMENT

The CITY shall reimburse valid invoices for approved Project budget expenditures identified in Exhibit "A" of this Agreement. Before paying such expenses, the CITY will review invoice expenditures to determine their consistency with the approved eligible expenditures, the scope of services, pursuant to this Agreement. The CITY reserves the right to refuse reimbursement for expenses, which are PALS-ineligible or which are not within the scope of this Agreement. Reimbursement requests shall include reports and narratives as detailed in "Scope of Services" section of this Agreement.

### G. UNEXPENDED FUNDS

In the event that CITY staff anticipates the total amount of funds allocated for this Agreement will not be expended in the time and manner prescribed in this Agreement, the CITY reserves the right to that portion for other Projects/programs operating under the CITY's PALS Program. An extension of an **June 1, 2007** deadline may be authorized in writing by the CITY Neighborhood Services Director or other designee of the Neighborhood Services Director.

### H. ACCOUNTING METHODS

Expenditures charged to CITY fiscal year **2006-2007** PALS funds will be accounted for in a ledger separate from all other revenue sources. These records shall be maintained by "SUBRECIPIENT."

# I. NON-EXPENDABLE PERSONAL PROPERTY, DEPRECIATION SCHEDULES, AND DISPOSITION OF PROPERTY

- Non-expendable personal property will be defined as any property either tangible or intangible other than real property as defined herein which has a unit acquisition cost of \$1000 or more and a useful life of more than one year.
- 2) Organization purchasing or receiving non-expendable personal property as part of their project will give CITY rights to the non-expendable personal property for three years from the date of purchase. Should the organization be dissolved or should the non-expendable personal property not be used in accordance with the grant agreement, CITY will have the right to reappropriate the non-expendable personal property. Examples of non-expendable personal property are vehicles and computer equipment. If said property is a vehicle, the City shall be named as a lien-holder on the title.

### V. MODIFICATION OR TERMINATION OF AGREEMENT

### A. AMENDMENT OR REVISION REQUIRED BY CITY

"SUBRECIPIENT" and the CITY hereby agree to amend or otherwise revise this Agreement should such modification be required by CITY and/or any applicable federal statutes or regulations.

### **B.** TERMINATION

Approved as to form: Q Parkallo

If "SUBRECIPIENT" fails to fulfill in a timely and proper manner its obligation under this Agreement or shall violate any of the covenants, agreements or stipulations of this Agreement, the CITY shall thereupon have the right to suspend or terminate this Agreement and specify the effective date thereof. Such notice shall be given no less than ten (10) days before the effective date of such termination and sent to "SUBRECIPIENT" at **2200 James Bilbray Drive, Las Vegas, NV 89108.** 

### C. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Each and every provision of law and clause required by law to be inserted in this Agreement will be deemed to be inserted herein, and this Agreement shall be read and enforced as though it were included herein and if through mistake or otherwise any such provisions not inserted, or is not correctly inserted, then upon the application of either party this Agreement shall forthwith be physically amended to make such insertion.

IN WITNESS WHEREOF, this Agreement has been executed by duly authorized representatives of each party the day and year first above written.

Stephen Hersin Director

Stephen Hersin Director

ATTEST:

ATTEST:

ATTEST:

ATTEST:

ATTEST:

Carey Reybal-Benson, SCHOOL PROJECT LEADER

ATTEST:

ATTEST:

Carey Reybal-Benson, SCHOOL PROJECT LEADER

ATTEST:

# Exhibit "A"

**M.** How will your school sustain this parent involvement after the project has been completed? The school will continue to work with current programs in place to sustain parental supprort.

N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed):

needed):				
Item	Quantity	Cost per item	Purpose	Total Cost
Food Vouchers	20	10.00		200.00
Clothes Vouchers	20	20.00		400.00
Shoes Vouchers	10	10.00		100.00
Community Agency Lists	500	1.00		500.00
Hygiene Supplies	20	10.00		200.00
Backpacks	20	10.00		200.00
School Supplies	40	10.00		400.00
	,			

P	 		··
		Total	2000.00

Activity	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
Parent Welcome Night	1	2	1	2
Parent End of 06 year Night	1	2	1	2
Bring in New Year Night	1	2	1	2
Parent Evaluate Night	1	2	1	2
End of Year Goodbye Night	1	2	1	2
Prepare for Next Year Night	1	3	1	3
Parent Resource Room	varies	.75	180	135
			·	
	_			

N. Project Budget
Itemized list of supplies to be purchased (attach additional sheets as needed):

neede	<u>a):</u>	T		Tall and
Item	Quantity	Cost per item	Purpose	Total Cost
shirts	100	6.00		600.00
shorts	100	7.00	·	700.00
water	1600	.25		400.00
busses	6	50.00		300.00
	*****			

		Total	2000.00

Activity	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
Game Assistants	2	1	10	20
Daily Practices	4	2	64	512
	· .			
•				
,				

M. How will your school sustain this parent involvement after the project has been completed? The school will continu to work with curretn programs in place to sustain parental support.

N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed):				
Item	Quantity	Cost per item	Purpose	Total Cost
Flash cards	60	2.00		120.00
Picture Cards	60	2.00		120.00
Sight words	60	1.00		60.00
phonics flash cards	30	3.00		90.00
blend diagraphs	30	3.00		90.00
math manipulatives	30	10.00		300.00
practice books	120	2.00		240.00
take home books	240	3.00		720.00
pencils	200	.10		20.00
books for classroom	120	2.00		240.00
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L		<u> </u>	 			Total	200	00.00

Activity	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
Tutoring	6	30	30	180
The state of the s				
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N. Project Budget
Itemized list of supplies to be purchased (attach additional sheets as needed):

needed)	•			
Item	Quantity	Cost per item	Purpose	Total Cost
cookies	678	.50		339.00
coffee	6	10.00		60.00
paper plates	1000	.05		50.00
napkins	1000	.10		100.00
coffee filters	50	.10		5.00
coffee . maker	1	150.00		150.00
sugar	9	2.00		18.00
creamer	2	9.00		18.00
cups	1000	.20		200.00
bookmarks	1000	.50		500.00
paper	1000	.50		500.00
pencils	240	.25		60.00
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			Total	2000.00
			i Oi Oi i	2000.00

Activity	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
child care	6	144 2	12	144
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# Exhibit "B"

## **Section 1: Identifying Information**

	<del></del>	
School:		
Project Name:		
Reporting Period:	Start Date:	End Date:
Person Preparing Report:		
Phone Number:		
goals (described in the control	t accomplishme contract and G	ents for this month. Identify which project Grant Application) the organization has icern, project successes, and any other

# City of Las Vegas PALS Grant Project Evaluation

Name of School:	
Project Name:	
Start Date:	End Date:
Is this project ongoing?	No No
Person Preparing Report:	
Title:	
Title: Phone number:	
Number of participating parents:  Number of participating staff:	
Project Evaluation	
Describe your project and its accompl	ishments:
The state of the s	
Annual desired to the second s	

How were parents invol	lved in the planning and implementation of this project?
How did this project ac	complish the goals outlined in your grant application?
Were there any areas o	of concerns during the planning and implementation of
this project?	
Yes	□No
How did your planning t	team work together to address these concerns?
Parent Involveme	nt
Do you feel this project	helped to recruit more active parents in your school?
Yes	□No
,.	
low will your school sust	tain and/or increase this level of parent involvement?

# City of Las Vegas PALS Volunteer Hour Log

Project litle:    Volunteer's Name   Activities Performed   Time in Out Hours	School Name:
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### Parents As Learning Support Agreement Between the City Of Las Vegas and James Bilbray Elementary School

THIS AGREEMENT, made and entered into this day of October, 2006 by and between the CITY OF LAS VEGAS, a municipal corporation of the State of Nevada, hereinafter referred to as "CITY", and James Bilbray Elementary School, a Clark County School District elementary school duly organized under the laws of the State of Nevada, hereinafter referred to as "SUBRECIPIENT," whose primary mailing address at the date of execution is 9370 Brent Lane, Las Vegas, NV 89143.

### WITNESSETH

WHEREAS, the CITY has allocated funds for the Parents As Learning Support program, hereinafter referred to as "PALS"; and

WHEREAS, the CITY is responsible for planning, administering, implementing, and evaluating the PALS program to ensure that it conforms to the PALS Program Guidelines and Las Vegas City Council goals; and

WHEREAS, CITY, as Grantor, wishes to engage "SUBRECIPIENT" to assist the CITY in utilizing such funds by providing services to meet the PALS Program's objectives, as follows:

- To assist school staff and administrators with establishing parents and school staff as partners in defining and addressing student needs
- To assist schools with identifying unengaged parents and developing strategies for involving them in school activities
- To improve student achievement
- To involve parents in a variety of functions/roles in the school
- To create a support system of families, school staff and community leaders who take responsibility for the safety and well-being of all students attending their school

NOW, THEREFORE, it is agreed between the parties hereto that;

### I. SCOPE OF SERVICE

### A. ACTIVITIES

"SUBRECIPIENT" will be responsible for administering FY2006-2007 PALS-funded programs known as <u>Smart Start Literacy Training for Parents</u>, <u>Literacy Night</u>, <u>Sight Word Soldiers and Nevada Reading Week Incentives</u> that provide activities eligible under the Parents As Learning Support Program as cited in the Scope of Services I.B.1, hereinafter referred to as "Program." It is expressly agreed and understood that the total amount to be provided by the CITY under this Agreement shall not exceed \$3,500.00 in PALS funds to be allocated in accordance with the Program Budgets as detailed in Exhibit "A," attached. "SUBRECIPIENT" hereby agrees to utilize said PALS funds made available pursuant to this Agreement to supplement rather than supplant funds otherwise available.

### B. PROGRAM DESCRIPTION

1. Scope of Services to be Provided

### Purpose of Services:

Funding will be used to plan and implement school based projects to increase parent involvement in school activities and increase communication between parents and school staff.

### Tasks to be Performed:

- Smart Start Literacy Training for Parents Host training for parents to help them prepare their children for kindergarten
- Literacy Night Host a family event to promote reading at home
- Sight Word Soldiers Create a reading incentive program for students facilitated by volunteer parents
- Nevada Reading Week Incentives Host activities for Nevada Reading Week facilitated by volunteer parents and school staff

### Level of Service to be Provided:

Projects will increase the number of parent volunteers and provide parents with an active role in their student's education and development.

### Measurable Goals for Grant period:

- Number of parent volunteers
- Number of participating parents

"SUBRECIPIENT" hereby agrees to meet the goals as stated above, to the greatest extent feasible, in order to ensure the success of the Program.

2. The "SUBRECIPIENT" hereby appoints the following representative to attend any meetings of the neighborhood organization in partnership with the City of Las Vegas, Neighborhood Services Department:

**Gayle Jefferson, School Project Team Leader**, or a designee chosen at the discretion of SUBRECIPIENT.

### C. Program Reporting

"SUBRECIPIENT" will be required to collect for and provide to the CITY Program accomplishments and usage records beginning **October 18, 2006** or the date first written above, until **June 1, 2007**, unless this Agreement is modified at the express consent of the CITY and "SUBRECIPIENT." "SUBRECIPIENT" shall submit, on a monthly basis, and on occasion upon request of the CITY, a Monthly Progress Report, Project Evaluation Reports and Volunteer Hour Logs, the forms for which are attached as Exhibit "B". These reports shall accompany each request for expenditure or reimbursement of funds. Failure to submit said reports in a timely manner may delay purchases or reimbursement to "SUBRECIPIENT" for grant-eligible Program expense. Records and reports shall contain, but not be limited to, the following data:

- Statement of Program goals cited in "SUBRECIPIENT" application and measurable accomplishments toward achieving said goals through reporting date of said report.
- 2) Whenever applicable, written narrative of activities. Written narrative and description of services shall be included in each monthly report.
- 3) Volunteer Hour Logs should be submitted with copies of written materials which document the expenditure of the donated good(s), which are reported. This documentation will include: letters from professionals, identifying the donation they have made and its value, vendor receipts for donated goods or receipts for expenditures paid by funds raised by the "SUBRECIPIENT".
- 4) The "SUBRECIPIENT" shall provide a copy of all written reports developed for the Project to the CITY. These may be included with the Project Evaluation Report or under separate cover. Materials which help document the progress of the Project include: project meeting or event flyers, project meeting minutes, draft reports, final reports, photographs, timelines, job descriptions, contractor contracts, and participant interviews, and videos.
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These reports will be forwarded to the City of Las Vegas Neighborhood Services Department, ATTN: Neighborhood Initiatives Division. CITY will monitor the performance of "SUBRECIPIENT" against goals and performance standards required herein. Substandard performance as determined by CITY will constitute non-compliance with this Agreement.

If action to correct such substandard performance is not taken by "SUBRECIPIENT" within a reasonable period of time after being notified by CITY, contract suspension or termination procedures will be initiated.

### D. TIME OF PERFORMANCE

This Agreement provides for PALS funding of "SUBRECIPIENT" program rendered in accordance with this Agreement from October 18, 2006, or the date first written above, through June 1, 2007. The CITY shall bear no liability to fund or provide payment for "SUBRECIPIENT" program services in the event that no PALS grant award funds are received during fiscal year 2006-2007. Furthermore, the CITY shall be liable only for payment proportional to the extent that PALS grant award funds are appropriated and allocated by the CITY. "SUBRECIPIENT" program expenses incurred after October 18, 2006, but prior to execution of this Agreement will not be reimbursed.

### **II. CITY GENERAL CONDITIONS**

### A. COMPLIANCE WITH OTHER APPLICABLE STATUTES AND REGULATIONS

"SUBRECIPIENT" shall obtain any and all Federal, State, and Local permits and licenses required to execute the Project or Program as described in the Agreement's Scope of Services. "SUBRECIPIENT" further agrees to abide by all applicable Federal, State, and Local codes, regulations, statutes, ordinances, and laws.

### B. SUBRECIPIENT RETAINS EXCLUSIVE RIGHT OF PERFORMING SERVICES

"SUBRECIPIENT" has requested financial support of the CITY to enable "SUBRECIPIENT" to provide the services contemplated in Section I. The CITY shall have no relationship whatsoever with the services contemplated herein except the provision of financial support and the receipt of reports as provided herein. In any and all events, the services contemplated herein shall be rendered at the time, in the manner and under circumstances determined solely and exclusively by "SUBRECIPIENT," subject only to review by the City of Las Vegas, Neighborhood Services Director or other designee of the Neighborhood Services Director to assure continuing eligibility for PALS funding.

### C. INDEMNIFICATION

"SUBRECIPIENT" agrees to protect, defend, indemnify and save harmless the CITY from and against any and all liability, damages, claims, suits, liens, and judgments of whatever nature, including but not limited to, claims for contribution and/or indemnification for injuries to or death of any person or persons, caused by, in connection with, or arising out of any activities undertaken pursuant to this Agreement. "SUBRECIPIENT's" obligation to protect, defend, indemnify, and save harmless as set forth in this paragraph, shall include any and all attorneys' fees incurred by the CITY in the defense and/or handling of said suits, demands, judgments, liens, claims and the like and all attorneys' fees and investigation expenses incurred by the CITY in enforcing and/or obtaining compliance with the provisions of this paragraph.

### D. LIMIT ON ASSIGNMENT OF INTEREST

"SUBRECIPIENT" may not assign any part of its rights in this Agreement without consent of CITY. Any such assignment of rights without consent of CITY shall result in the forfeiture of all compensation, or any part thereof, as determined by CITY.

### E. ON-SITE MONITORING

Projects and programs funded under this Agreement will be subject to on-site monitoring by duly authorized CITY representatives. Said representatives will be announced, at a minimum, 24 hours in advance of such visits. The representatives may request, and be granted access to records. Representatives may, on occasion, interview Program volunteers and participants who volunteer to be interviewed.

### F. ACCESS TO RECORDS

At any time during normal business hours, "SUBRECIPIENT'S" records, with respect to matters covered by this Agreement shall be made available for audit, examination, and review by CITY representatives.

### G. INSURANCE

If "SUBRECIPIENT" uses a vehicle in providing its services, it shall carry or provide a Comprehensive Automobile Liability Insurance covering bodily injury and property damage, with a minimum comprehensive single limit liability of \$1,000,000.00.

The CITY shall be named as an additional insured in all policies of insurance obtained pursuant to this Agreement. The CITY shall be furnished evidence that the foregoing insurance coverage(s) are in effect, and the CITY shall be notified at least thirty (30) days prior to the cancellation or material change of any such coverage.

### III. OTHER GENERAL CONDITIONS

### A. RELIGIOUS ACTIVITIES

As a general rule, in accordance with First Amendment Church/State Principles, PALS assistance may not be used for religious activities or provided to primarily religious entities for any activities, including secular activities.

### B. POLITICAL ACTIVITIES

"SUBRECIPIENT" will comply with this section, which prohibits the use of PALS funds to finance the use of facilities or equipment for political purposes or to engage in other partisan political activities, such as candidate forums, voter transportation, or voter registration.

### C. PROGRAM INCOME

"SUBRECIPIENT" agrees that program income, includes, but is not limited to, the following:

- 1. Proceeds from the disposition by sale or long-term lease of real property purchased or improved with PALS funds;
- 2. Proceeds from the disposition of equipment purchased with PALS funds;
- 3. Gross income from the use or rental of real or personal property acquired by "SUBRECIPIENT" with PALS funds, less costs incidental to generation of the income:
- Gross income from the use or rental of real property, owned by "SUBRECIPIENT," that was constructed or improved with PALS funds, less costs incidental to generation of the income; and
- 5. Interest earned on program income pending its disposition.

### D. DISPOSITION OF PROGRAM INCOME

Income from the Project may be retained by "SUBRECIPIENT" provided that written notification is given to the Neighborhood Services Director and that the income is to be used for the exclusive benefit of the Program.

### E. EXPIRATION OR REVOCATION OF AGREEMENT

Upon the expiration or revocation of this Agreement, "SUBRECIPIENT" shall transfer to CITY any PALS funds on hand at the time of expiration or revocation and any accounts receivable attributable to the use of PALS funds.

### IV. FINANCIAL MANAGEMENT

### A. REIMBURSEMENT

The CITY shall reimburse the "SUBRECIPIENT" only for expenses paid or incurred as outlined in Exhibit A, provided the expenditures are made after the Project's start date and before the completion date as indicated in Section I.D. Subject to the approval of the CITY, the CITY may make direct payment to vendors, using a procurement credit car "P-Card" for purchases less than \$1,000 or a Direct Payment Request "DPR" for purchases greater than \$1,000, in the event "SUBRECIPIENT" does not have sufficient funds to utilize reimbursement process.

### B. DOCUMENTATION OF COSTS

Project Progress Report shall be submitted by the "SUBRECIPIENT" with Supporting Documentation form to the CITY. All costs submitted to CITY for reimbursement or vendor payment shall be recorded by budget line-items and be supported by properly executed time records, invoices, contracts, or vouchers, or other official documentation evidencing in proper detail the nature and propriety of the charge. All checks, invoices, contracts, and vouchers, orders or other accounting documents pertaining in whole or in part to the Agreements, shall be thoroughly identified and readily accessible.

### C. FINANCIAL RECORDKEEPING

Financial records pertaining to all invoices, materials, payrolls, personnel records, and other data concerning matters related to or arguably related to this Agreement may be requested from "SUBRECIPIENT" by duly authorized CITY representatives.

### D. RECORDS

Program records shall be maintained in accordance with CITY requirements with respect to all matters covered by this Agreement. Such records shall be maintained for a period of four years after the term of this Agreement expires (a five year retention period).

### E. PROGRAM BUDGET

Invoice expenditures eligible for payment by the CITY will be in accordance with the Project budget delineated in Exhibit "A" and subject to any conditions imposed in the Scope of Services, to include monthly reports and narratives when seeking reimbursement from the City for Project costs. "SUBRECIPIENT" shall not make any changes in the Project budget unless permission is obtained in writing from the CITY.

### F. METHOD OF PAYMENT

The CITY shall reimburse valid invoices for approved Project budget expenditures identified in Exhibit "A" of this Agreement. Before paying such expenses, the CITY will review invoice expenditures to determine their consistency with the approved eligible expenditures, the scope of services, pursuant to this Agreement. The CITY reserves the right to refuse reimbursement for expenses, which are PALS-ineligible or which are not within the scope of this Agreement. Reimbursement requests shall include reports and narratives as detailed in "Scope of Services" section of this Agreement.

### G. UNEXPENDED FUNDS

In the event that CITY staff anticipates the total amount of funds allocated for this Agreement will not be expended in the time and manner prescribed in this Agreement, the CITY reserves the right to that portion for other Projects/programs operating under the CITY's PALS Program. An extension of an **June 1, 2007** deadline may be authorized in writing by the CITY Neighborhood Services Director or other designee of the Neighborhood Services Director.

### H. ACCOUNTING METHODS

Expenditures charged to CITY fiscal year **2006-2007** PALS funds will be accounted for in a ledger separate from all other revenue sources. These records shall be maintained by "SUBRECIPIENT."

# I. NON-EXPENDABLE PERSONAL PROPERTY, DEPRECIATION SCHEDULES, AND DISPOSITION OF PROPERTY

- 1) Non-expendable personal property will be defined as any property either tangible or intangible other than real property as defined herein which has a unit acquisition cost of \$1000 or more and a useful life of more than one year.
- 2) Organization purchasing or receiving non-expendable personal property as part of their project will give CITY rights to the non-expendable personal property for three years from the date of purchase. Should the organization be dissolved or should the non-expendable personal property not be used in accordance with the grant agreement, CITY will have the right to reappropriate the non-expendable personal property. Examples of non-expendable personal property are vehicles and computer equipment. If said property is a vehicle, the City shall be named as a lien-holder on the title.

### V. MODIFICATION OR TERMINATION OF AGREEMENT

### A. AMENDMENT OR REVISION REQUIRED BY CITY

"SUBRECIPIENT" and the CITY hereby agree to amend or otherwise revise this Agreement should such modification be required by CITY and/or any applicable federal statutes or regulations.

### B. TERMINATION

If "SUBRECIPIENT" fails to fulfill in a timely and proper manner its obligation under this Agreement or shall violate any of the covenants, agreements or stipulations of this Agreement, the CITY shall thereupon have the right to suspend or terminate this Agreement and specify the effective date thereof. Such notice shall be given no less than ten (10) days before the effective date of such termination and sent to "SUBRECIPIENT" at <u>9370 Brent Lane, Las Vegas, NV 89143.</u>

### C. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Each and every provision of law and clause required by law to be inserted in this Agreement will be deemed to be inserted herein, and this Agreement shall be read and enforced as though it were included herein and if through mistake or otherwise any such provisions not inserted, or is not correctly inserted, then upon the application of either party this Agreement shall forthwith be physically amended to make such insertion.

IN WITNESS WHEREOF, this Agreement has been executed by duly authorized representatives of each party the day and year first above written.

**CITY OF LAS VEGAS** 

James Bilbray Elementary School, "SUBRECIPIENT"

ATTEST:

ATTEST:

Chief Deputy City Clerk

COUNCIL ACTION: October 18, 2006

Approved As to copM:

# Exhibit "A"

M. How will your school sustain this parent involvement after the project has been completed? This program will continue each year as students master Sight Words at each level.

### N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed):

needed	4).	Total		
Item	Quantity	Cost per item	- Purpose	Cost
Level 1 Dog Tag	1000	\$.11	Student earned dog tag as a reward for mastering Level 1 Sight Words	\$110.00
Level 2 Dog Tag	1000	\$.11	Student earned dog tag as a reward for mastering Level 2 Sight Words	\$110.00
Level 3 Dog Tag	1000	\$.11	Student earned dog tag as a reward for mastering Level 3 Sight Words	\$110.00
Level 4 Dog Tag	1000	\$.11	Student earned dog tag as a reward for mastering Level 4 Sight Words	\$110.00
Level 5 Dog Tag	1000	\$.11	Student earned dog tag as a reward for mastering Level 5 Sight Words	\$110.00
Level 6 Dog Tag	1000	\$.11	Student earned dog tag as a reward for mastering Level 6 Sight Words	\$110.00
Level 7 Dog Tag	1000	\$.11	Student earned dog tag as a reward for mastering Level 7 Sight Words	\$110.00
24" beaded neck chain	1000	\$ .24	Beaded neck chains display the earned dog tags around the neck of each student	\$240.00

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Number of yolunteers	Number of hours	Number of times per year	Total hours for this activity
9	3	25	675
	yolunteers	volunteers of hours	volunteers of hours mimes per year

- L. How will this project increase parent participation in your school? Parents will be invited to volunteer to be readers in the school and talk about the importance of reading in their careers and lives.
- M. How will your school sustain this parent involvement after the project has been completed? Parents will be encouraged continue to be parent readers after the actual event is held as well as parent volunteers in the classroom in other capacities.

### N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed):

ltem	Quantity	Cost per	Purpose	Total
псы	Southing	item		Cost
Trade Books	100	\$5.00	Book give away during Nevada Reading Week to promote reading in the home	\$ 500
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				Total	\$500

Activity	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
		-		

M. How will your school sustain this parent involvement after the project has been completed? Because this will be an evening event, we hope to get parents involved who may not normally get the opportunity to participate in school functions. This will encourage them to participate in future events at the school.

### N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed):

needed):		CAN BEACH CONTRACTOR C		
ltem-	Quantity	Cost-pe item	Purpose	Total Cost
Refreshments	500	\$ .25	Refreshments for families participating in Family Literacy Night	\$125.00
Sets of Bookmarks	5 sets of 25	\$8.00	Incentives for Participation	\$40.00
Trade Books	50	\$5.00	Prizes for various literacy activities (Book Bingo, etc.)	\$250.00
Folders/Pens	100	<b>\$.75</b>	Folders/materials of information regarding helping their child with homework and nightly reading	\$75.00
Information booklet (No Child Left Behind)	100	0	Informational booklet for parents on helping their child learn to read	\$0.00
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	<del></del>	<u> </u>	Total	\$490.00
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Activity	Number of Volunteers	Number of hours	Number of times per year	Total hours for this activity
				_
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- L. How will this project increase parent participation in your school? After parents go through the initial training, they will be invited into the kindergarten classrooms to continue to use these skills with other children in our school.
- M. How will your school sustain this parent involvement after the project has been completed? We are committed to continuing to inform parents about the importance of early literacy skills. We will provided additional training to parents as needed throughout the school year.

### N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed):

necae	See Constant Control Constant			
Item	Quantity	Cost per item	Purpose	Total Cost
Lace a letter activity cards	10	\$10.00	Promote awareness of letter shapes and fine motor skills	\$100.00
ABC Journals	50	\$2.90	Promote writing and drawing as a way to communicate our thoughts or a story	\$145.00
Nursery Rhymes CD	50	\$17.50	Introduce sounds and rhyme to young children	\$875.00
Plastic Book Bags	50	\$.60	Container to display/hold the materials given to parents during the training	\$30.00
Alphabet Puzzle Cards	50	\$7.00	Promote alphabet recognition, fine motor skills, and spatial sense	\$350.00
Level A Leveled Readers	100	\$5.00	Books suitable for children learning basic reading/alphabet skills	\$500.00

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. Volunteer A	il arka la	Total	\$2000.00

Activity	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
				188
				·

# Exhibit "B"

# **Section 1: Identifying Information**

Project Name:		
1 Toject Name.		
Reporting Period:	Start Date:	End Date:
Person Preparing Report:		
Phone Number:		
goals (described in the d	contract and Grant	or this month. Identify which project Application) the organization has project successes, and any other

# City of Las Vegas PALS Grant Project Evaluation

Name of School:
Project Name:
Start Date: End Date:
Is this project ongoing?
Person Preparing Report:
Title:
Phone number:
Number of participating parents:
Number of participating staff:
Project Evaluation
Describe your project and its accomplishments:

How were parents involved in the planning and implementation of this	project <sup>s</sup>
How did this project accomplish the goals outlined in your grant applica	otio o 2
	ations _
Word that are a facility in the second of th	
Were there any areas of concerns during the planning and implementa	ition of
this project?	
LJ Yes LJ No	
How did your planning team work together to address these concerns?	
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Parent Involvement	
Do you feel this project helped to recruit more active parents in your sch	oolŝ
☐ Yes ☐ No	
Why?	
low will your school sustain and/or increase this level of parent involveme	ont2
	3111¢

# City of Las Vegas PALS Volunteer Hour Log

School Name:	me:			
Project Title:				
Date	Volunteer's Name	Acivilies Performed	in lime	Total
			<b>O</b> UI	Hours

# Parents As Learning Support Agreement Between the City Of Las Vegas and Kay Carl Elementary School

THIS AGREEMENT, made and entered into this day of October, 2006 by and between the CITY OF LAS VEGAS, a municipal corporation of the State of Nevada, hereinafter referred to as "CITY", and Kay Carl Elementary School, a Clark County School District elementary school duly organized under the laws of the State of Nevada, hereinafter referred to as "SUBRECIPIENT," whose primary mailing address at the date of execution is 5625 Corbett Street, Las Vegas, NV 89130.

# WITNESSETH

WHEREAS, the CITY has allocated funds for the Parents As Learning Support program, hereinafter referred to as "PALS"; and

WHEREAS, the CITY is responsible for planning, administering, implementing, and evaluating the PALS program to ensure that it conforms to the PALS Program Guidelines and Las Vegas City Council goals; and

WHEREAS, CITY, as Grantor, wishes to engage "SUBRECIPIENT" to assist the CITY in utilizing such funds by providing services to meet the PALS Program's objectives, as follows:

- To assist school staff and administrators with establishing parents and school staff as partners in defining and addressing student needs
- To assist schools with identifying unengaged parents and developing strategies for involving them in school activities
- To improve student achievement
- To involve parents in a variety of functions/roles in the school
- To create a support system of families, school staff and community leaders who take responsibility for the safety and well-being of all students attending their school

NOW, THEREFORE, it is agreed between the parties hereto that;

# I. SCOPE OF SERVICE

# A. ACTIVITIES

"SUBRECIPIENT" will be responsible for administering FY2006-2007 PALS-funded programs known as <u>Adult and Peer Tutoring, 2007 Spring Music Festival and Reading Round-up</u> that provide activities eligible under the Parents As Learning Support Program as cited in the Scope of Services I.B.1, hereinafter referred to as "Program." It is expressly agreed and understood that the total amount to be provided by the CITY under this Agreement shall not exceed \$6,500.00 in PALS funds to be allocated in accordance with the Program Budgets as detailed in Exhibit "A," attached. "SUBRECIPIENT" hereby agrees to utilize said PALS funds made available pursuant to this Agreement to supplement rather than supplant funds otherwise available.

# B. PROGRAM DESCRIPTION

1. Scope of Services to be Provided

# Purpose of Services:

Funding will be used to plan and implement school based projects to increase parent involvement in school activities and increase communication between parents and school staff.

# Tasks to be Performed:

- Adult and Peer Tutoring Offer tutoring to struggling students facilitated by volunteer parents and school staff
- 2007 Spring Music Festival Offer an after school music program to students facilitated by volunteer parents and school staff
- Reading Round-up Host a family event for Nevada Reading Week

# Level of Service to be Provided:

Projects will increase the number of parent volunteers and provide parents with an active role in their student's education and development.

# Measurable Goals for Grant period:

- Number of parent volunteers
- Number of participating parents

"SUBRECIPIENT" hereby agrees to meet the goals as stated above, to the greatest extent feasible, in order to ensure the success of the Program.

2. The "SUBRECIPIENT" hereby appoints the following representative to attend any meetings of the neighborhood organization in partnership with the City of Las Vegas, Neighborhood Services Department:

**Brenda Swann, School Project Team Leader**, or a designee chosen at the discretion of SUBRECIPIENT.

# C. Program Reporting

"SUBRECIPIENT" will be required to collect for and provide to the CITY Program accomplishments and usage records beginning **October 18, 2006** or the date first written above, until **June 1, 2007**, unless this Agreement is modified at the express consent of the CITY and "SUBRECIPIENT." "SUBRECIPIENT" shall submit, on a monthly basis, and on occasion upon request of the CITY, a Monthly Progress Report, Project Evaluation Reports and Volunteer Hour Logs, the forms for which are attached as Exhibit "B". These reports shall accompany each request for expenditure or reimbursement of funds. Failure to submit said reports in a timely manner may delay purchases or reimbursement to "SUBRECIPIENT" for grant-eligible Program expense. Records and reports shall contain, but not be limited to, the following data:

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# C. INDEMNIFICATION

"SUBRECIPIENT" agrees to protect, defend, indemnify and save harmless the CITY from and against any and all liability, damages, claims, suits, liens, and judgments of whatever nature, including but not limited to, claims for contribution and/or indemnification for injuries to or death of any person or persons, caused by, in connection with, or arising out of any activities undertaken pursuant to this Agreement. "SUBRECIPIENT's" obligation to protect, defend, indemnify, and save harmless as set forth in this paragraph, shall include any and all attorneys' fees incurred by the CITY in the defense and/or handling of said suits, demands, judgments, liens, claims and the like and all attorneys' fees and investigation expenses incurred by the CITY in enforcing and/or obtaining compliance with the provisions of this paragraph.

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"SUBRECIPIENT" may not assign any part of its rights in this Agreement without consent of CITY. Any such assignment of rights without consent of CITY shall result in the forfeiture of all compensation, or any part thereof, as determined by CITY.

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"SUBRECIPIENT" agrees that program income, includes, but is not limited to, the following:

- Proceeds from the disposition by sale or long-term lease of real property purchased or improved with PALS funds;
- 2. Proceeds from the disposition of equipment purchased with PALS funds:
- Gross income from the use or rental of real or personal property acquired by "SUBRECIPIENT" with PALS funds, less costs incidental to generation of the income;
- 4. Gross income from the use or rental of real property, owned by "SUBRECIPIENT," that was constructed or improved with PALS funds, less costs incidental to generation of the income; and
- 5. Interest earned on program income pending its disposition.

# D. DISPOSITION OF PROGRAM INCOME

Income from the Project may be retained by "SUBRECIPIENT" provided that written notification is given to the Neighborhood Services Director and that the income is to be used for the exclusive benefit of the Program.

# E. EXPIRATION OR REVOCATION OF AGREEMENT

Upon the expiration or revocation of this Agreement, "SUBRECIPIENT" shall transfer to CITY any PALS funds on hand at the time of expiration or revocation and any accounts receivable attributable to the use of PALS funds.

# IV. FINANCIAL MANAGEMENT

### A. REIMBURSEMENT

The CITY shall reimburse the "SUBRECIPIENT" only for expenses paid or incurred as outlined in Exhibit A, provided the expenditures are made after the Project's start date and before the completion date as indicated in Section I.D. Subject to the approval of the CITY, the CITY may make direct payment to vendors, using a procurement credit car "P-Card" for purchases less than \$1,000 or a Direct Payment Request "DPR" for purchases greater than \$1,000, in the event "SUBRECIPIENT" does not have sufficient funds to utilize reimbursement process.

# B. DOCUMENTATION OF COSTS

Project Progress Report shall be submitted by the "SUBRECIPIENT" with Supporting Documentation form to the CITY. All costs submitted to CITY for reimbursement or vendor payment shall be recorded by budget line-items and be supported by properly executed time records, invoices, contracts, or vouchers, or other official documentation evidencing in proper detail the nature and propriety of the charge. All checks, invoices, contracts, and vouchers, orders or other accounting documents pertaining in whole or in part to the Agreements, shall be thoroughly identified and readily accessible.

# C. FINANCIAL RECORDKEEPING

Financial records pertaining to all invoices, materials, payrolls, personnel records, and other data concerning matters related to or arguably related to this Agreement may be requested from "SUBRECIPIENT" by duly authorized CITY representatives.

### D. RECORDS

Program records shall be maintained in accordance with CITY requirements with respect to all matters covered by this Agreement. Such records shall be maintained for a period of four years after the term of this Agreement expires (a five year retention period).

# E. PROGRAM BUDGET

Invoice expenditures eligible for payment by the CITY will be in accordance with the Project budget delineated in Exhibit "A" and subject to any conditions imposed in the Scope of Services, to include monthly reports and narratives when seeking reimbursement from the City for Project costs. "SUBRECIPIENT" shall not make any changes in the Project budget unless permission is obtained in writing from the CITY.

# F. METHOD OF PAYMENT

The CITY shall reimburse valid invoices for approved Project budget expenditures identified in Exhibit "A" of this Agreement. Before paying such expenses, the CITY will review invoice expenditures to determine their consistency with the approved eligible expenditures, the scope of services, pursuant to this Agreement. The CITY reserves the right to refuse reimbursement for expenses, which are PALS-ineligible or which are not within the scope of this Agreement. Reimbursement requests shall include reports and narratives as detailed in "Scope of Services" section of this Agreement.

# G. UNEXPENDED FUNDS

In the event that CITY staff anticipates the total amount of funds allocated for this Agreement will not be expended in the time and manner prescribed in this Agreement, the CITY reserves the right to that portion for other Projects/programs operating under the CITY's PALS Program. An extension of an **June 1, 2007** deadline may be authorized in writing by the CITY Neighborhood Services Director or other designee of the Neighborhood Services Director.

# H. ACCOUNTING METHODS

Expenditures charged to CITY fiscal year **2006-2007** PALS funds will be accounted for in a ledger separate from all other revenue sources. These records shall be maintained by "SUBRECIPIENT."

# I. NON-EXPENDABLE PERSONAL PROPERTY, DEPRECIATION SCHEDULES, AND DISPOSITION OF PROPERTY

- 1) Non-expendable personal property will be defined as any property either tangible or intangible other than real property as defined herein which has a unit acquisition cost of \$1000 or more and a useful life of more than one year.
- 2) Organization purchasing or receiving non-expendable personal property as part of their project will give CITY rights to the non-expendable personal property for three years from the date of purchase. Should the organization be dissolved or should the non-expendable personal property not be used in accordance with the grant agreement, CITY will have the right to reappropriate the non-expendable personal property. Examples of non-expendable personal property are vehicles and computer equipment. If said property is a vehicle, the City shall be named as a lien-holder on the title.

# V. MODIFICATION OR TERMINATION OF AGREEMENT

## A. AMENDMENT OR REVISION REQUIRED BY CITY

"SUBRECIPIENT" and the CITY hereby agree to amend or otherwise revise this Agreement should such modification be required by CITY and/or any applicable federal statutes or regulations.

# **B.** TERMINATION

If "SUBRECIPIENT" fails to fulfill in a timely and proper manner its obligation under this Agreement or shall violate any of the covenants, agreements or stipulations of this Agreement, the CITY shall thereupon have the right to suspend or terminate this Agreement and specify the effective date thereof. Such notice shall be given no less than ten (10) days before the effective date of such termination and sent to "SUBRECIPIENT" at <u>5625 Corbett Street</u>, <u>Las Vegas</u>, <u>NV 89130</u>.

# C. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Each and every provision of law and clause required by law to be inserted in this Agreement will be deemed to be inserted herein, and this Agreement shall be read and enforced as though it were included herein and if through mistake or otherwise any such provisions not inserted, or is not correctly inserted, then upon the application of either party this Agreement shall forthwith be physically amended to make such insertion.

IN WITNESS WHEREOF, this Agreement has been executed by duly authorized representatives of each party the day and year first above written.

CITY OF LAS VEGAS

Stephen Harsin, Director

Kay Carl Elementary School, "SUBRECIPIENT"

Brenda Swann, SCHOOL PROJECT LEADER

ATTEST:

ATTEST:

BARBARA JO RONEMUS, CITY CLERK By: Beverly K. Bridges

/: Bevery K. Bridges
Chief Deputy City Clerk

COUNCIL ACTION: October 18, 2006

APPROVED AS TO FORM: Q. Finficello 10/18/04

# Exhibit "A"

- **L.** How will this project increase parent participation in your school? By offering explicit training for the parents and a purpose. Theparents will be able to assist their own children as well as the community at Kay Carl Elementary. The parents will be able to assist their own children as well as the community of struggling students at Kay Carl Elementary.
- M. How will your school sustain this parent involvement after the project has been completed? This grant money will provide all of the materials and support that our school will be able to sustain future year long tutoring sessions.

# N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed):

needed):				T
Item	Quantity.	Cost per	Purpose	Total Cost
Buddy Pack	80	65.00 per (12)	Bags to hold supplies for tutee's	455.00
Pocket folders	200	10.00	Folders to hold accountablity reports for each student and poem books	200.00
Card Stock	5 reams	10.00	Copy accountability reports for each student	50.00
Copy Paper	1 case	25.00	Copying tutee's materials	25.00
Dry Erase Markers	163	1.50	Whiteboard letter and word work	244.50
Mens Socks	100	1.50	Whiteboard erasers	150.00
First Grade Peer-Assisted Literacy Strategies 5DT34825 Page 12	1	69.95	Peer- Assisted Literacy Strategies instuctions and activity manuel	69.95
The Six- Minute Solution 5DT60062 Page 15	1	73.49	160 informational passages to improve fluency in grades 3-5	73.49
Teacher- Directed PALS	1	99.95	Training manuels for parent and peer tutors	99.95

(Paths to				
Achieving			·	
Literacy				
Success		Í		
Oriental	1200	.25	Incentives for the tutees	300.00
Trading Prizes	1200	.25	incentives to the latees	300.00
The Multiple				
Meaning	,	10.50	To such as Cod Lovel 1	19.50
Vocabulary	1	19.50	Teacher Set, Level 1	19.50
Program				
The Multiple				
Meaning	1.	10.50	T	10.50
Vocabulary	1	19.50	Teacher Set, Level 2	19.50
Program				
The Multiple				
Meaning			Student Workbooks, Level 1 (Set	110.00
Vocabulary	2	56.00	of 10)	112.00
Program				
The Multiple	-			
Meaning			Student Workbooks, Level 2 (Set	
_	2	56.00	of 10)	112.00
Vocabulary			01 10)	
Program The Multiple				
The Multiple				
Meaning	] ]	15.95	Reproducibles, Level 1	15.95
Vocabulary			·	
Program				
The Multiple				
Meaning	1	15.95	Reproducibles, Level 2	15.95
Vocabulary	·			
Program				
Collaborative			Strategies for Improving	20.05
Strategic	1	29.95	Comprehension, Grades 3-5	29.95
Reading			Comprehension, evaluates	

		·	-
			,
<u> </u>		Total	1992,74

# O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

Activity -	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
Tutoring Planning and Preparation	10	10	6	600

M. How will your school sustain this parent involvement after the project has been completed? Relationships are bridged with the community through service and this will be a bridge that parents will be more comfortable volunteering again down the road in future productions.

# N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed):

needed):				<b>+</b> 24 (1)
lfem.	Quantity	Cost per litem	Purpose	Total Cost
Lummi Sticks	2 Sets	9.95	Used in the rhythm dance	19.90
Hoop Scarf Streamers	4 Sets	25.00	Used in the rhythm dance	100.00
54" Scarves	24	110.00	Used in the rhythm dance	110.00
Blue Scarf Canopies	2	15.00	Used in the rhythm dance	30.00
Stretchy Bands	8 yards	10.00 per yard	Used in the rhythm dance	80.00
Diatonic Boomwhackers	6 Sets	17.50	Making music	105.00
Bass Diatonic Boomwhackers	1 Set	39.50	Making music	39.50
Translucent Blue Yamaha Recorders	12	57.00	Making music	57.00
Mime Masks	12	12.00	Movement and dance	12.00
Super Shape Changers	2 XL	21.95	Movement and dance	43.90
Super Shape Changers	2 L	19.95	Movement and dance	39.90
Super Shape Changers	4 M	17.95	Movement and dance	71.80
Super Shape Changers	8 S	14.95	Movement and dance	119.60
Nylon Bean Bags	6 Sets	6.95	Movement and dance	27.80
Ultralight Inflatable Toss Balls	3 Units	3.95	Movement and dance	11.85
Large Canvases	3	120.00	Scenery	360.00

Brushes	20	10.00	Scenery	200.00
Paint/ Acrylics	20	10.00	Scenery	200.00
Art Prints	5	40.00	Insperation	200.00
				·
		· · · · · · · · · · · · · · · · · · ·		Total 1,828.25

# O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

Activity	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
2007 Spring Music Festival	20	80	1	1600
			!	
			· · · · · · · · · · · · · · · · · · ·	
·				

# N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as needed):

<u>needed):</u>			Constitution of the Consti	_
Item 🔝	Quantity	Cost per item	Purpose	Total Cost
Hambergers	250	.50	Western B-B-Q	125.00
Hanmberger buns	20 (12) Packages	2.00	Buns for the hambergers	40.00
Hotdogs	13 (12) Packages	3.00	Western B-B-Q	39.00
Hotdog buns	13 (12) Packages	2.00	Buns for the hotdogs	26.00
Water bottles	1000	.33	Drinks for the event	350.00
Katchup Packs	600	.08	For the hambergers/ hotdogs	48.00
Mustard Packs	600	.08	For the hambergers/ hotdogs	48.00
White Sheet Cakes	5 cases	20.00	Dessert	100.00
Apple Pie Filling	20 1/2 Gallon Cans	6.00	Topping for the cobbler	120.00
Plates	400	.12	Plates for the B-B-Q	48.00
Spoons	400	.10	Spoons for the cobbler	40.00
Books	200	2.95	Prizes for the evening	590.00
Belt Buckles	9	45.00	Prizes for the top readers and Poetry contest winners	405.00

		1		
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				-
			Total	1979.00

# O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

Activity	Number of volunteers	Number of hours	Number of times per year	total hours for this activity
Planning for the Reading Round -Up event	20	1	8	160
Reading Round -Up Volunteer Stations	30	3	1	90

# Exhibit "B"

# **Section 1: Identifying Information**

School:		
Project Name:		
Reporting Period:	Start Date:	End Date:
Person Preparing Report:		
Phone Number:		
goals (described in the c	t accomplishment contract and Gra	s for this month. Identify which project ant Application) the organization has ern, project successes, and any other
		Revised 2/2005

# City of Las Vegas PALS Grant Project Evaluation

Name of School:	
Project Name:	
Start Date:	End Date:
Is this project ongoing?	□No
Person Preparing Report:	
Phone number:	
Number of participating parents:  Number of participating staff:	Notice And the Control of the Contro
Project Evaluation	
Describe your project and its accomplishing	ments
Doscillo your project and insuccomplish	
Market Control of the	Secretary of the secret

How were parents involved in the planning and implementation of this p	roject?
How did this project accomplish the goals outlined in your grant applica	lion?
	-
Vere there any areas of concerns during the planning and implementat	ion of
his project?	1011 01
☐ Yes ☐ No	
LI TES LI INO	
low did your planning team work together to address these concerns?	
	•
arent Involvement	
o you feel this project helped to recruit more active parents in your sch	Şloc
☐ Yes ☐ No	
Why?	
lowwill your cohool sustain and for increase this loyal of paraset is values	on+2
low will your school sustain and/or increase this level of parent involvement	JIIIY
	~**************************************

# City of Las Vegas PALS Volunteer Hour Log

chool Name: _						·	
Project Title:							
Date	Volunteer's Name	ime	Activitie	Activities Performed	lime in	Time Total Out Hours	tal Urs
e videori e reserva							
	P						
				, ·		-	
	1 A			:: : : : : : : : : : : : : : : : : : :			

# Parents As Learning Support Agreement Between the City Of Las Vegas and Halle Hewetson Elementary School

THIS AGREEMENT, made and entered into this <u>I</u> day of <u>October</u>, 2006 by and between the CITY OF LAS VEGAS, a municipal corporation of the State of Nevada, hereinafter referred to as "CITY", and <u>Halle Hewetson Elementary School</u>, a Clark County School District elementary school duly organized under the laws of the State of Nevada, hereinafter referred to as "SUBRECIPIENT," whose primary mailing address at the date of execution is **701 N. 20th Street, Las Vegas, NV 89101.** 

### WITNESSETH

WHEREAS, the CITY has allocated funds for the Parents As Learning Support program, hereinafter referred to as "PALS"; and

WHEREAS, the CITY is responsible for planning, administering, implementing, and evaluating the PALS program to ensure that it conforms to the PALS Program Guidelines and Las Vegas City Council goals; and

WHEREAS, CITY, as Grantor, wishes to engage "SUBRECIPIENT" to assist the CITY in utilizing such funds by providing services to meet the PALS Program's objectives, as follows:

- To assist school staff and administrators with establishing parents and school staff as partners in defining and addressing student needs
- To assist schools with identifying unengaged parents and developing strategies for involving them in school activities
- To improve student achievement
- To involve parents in a variety of functions/roles in the school
- To create a support system of families, school staff and community leaders who take responsibility for the safety and well-being of all students attending their school

NOW, THEREFORE, it is agreed between the parties hereto that;

# I. SCOPE OF SERVICE

## A. ACTIVITIES

"SUBRECIPIENT" will be responsible for administering FY2006-2007 PALS-funded programs known as <u>Soccer Tournament</u>, <u>Computer Training</u>, <u>English Classes – Communication and UNLV Science Fair</u> that provide activities eligible under the Parents As Learning Support Program as cited in the Scope of Services I.B.1, hereinafter referred to as "Program." It is expressly agreed and understood that the total amount to be provided by the CITY under this Agreement shall not exceed \$7,375.00 in PALS funds to be allocated in accordance with the Program Budgets as detailed in Exhibit "A," attached. "SUBRECIPIENT" hereby agrees to utilize said PALS funds made available pursuant to this Agreement to supplement rather than supplant funds otherwise available.

# B. PROGRAM DESCRIPTION

1. Scope of Services to be Provided

# Purpose of Services:

Funding will be used to plan and implement school based projects to increase parent involvement in school activities and increase communication between parents and school staff.

# Tasks to be Performed:

- Soccer Tournament Participate in a multi-school soccer league using parents as volunteer coaches and referees
- Computer Training Host computer training workshops for parents
- English Classes Communication Host workshops to help parents improve their English language skills
- UNLV Science Fair Host a workshop in conjunction with UNLV to help parents and students create science projects and displays

# Level of Service to be Provided:

Projects will increase the number of parent volunteers and provide parents with an active role in their student's education and development.

# Measurable Goals for Grant period:

- Number of parent volunteers
- Number of participating parents

"SUBRECIPIENT" hereby agrees to meet the goals as stated above, to the greatest extent feasible, in order to ensure the success of the Program.

2. The "SUBRECIPIENT" hereby appoints the following representative to attend any meetings of the neighborhood organization in partnership with the City of Las Vegas, Neighborhood Services Department:

**Fernando Prieto, School Project Team Leader**, or a designee chosen at the discretion of SUBRECIPIENT.

# C. Program Reporting

"SUBRECIPIENT" will be required to collect for and provide to the CITY Program accomplishments and usage records beginning **October 18, 2006** or the date first written above, until **June 1, 2007**, unless this Agreement is modified at the express consent of the CITY and "SUBRECIPIENT." "SUBRECIPIENT" shall submit, on a monthly basis, and on occasion upon request of the CITY, a Monthly Progress Report, Project Evaluation Reports and Volunteer Hour Logs, the forms for which are attached as Exhibit "B". These reports shall accompany each request for expenditure or reimbursement of funds. Failure to submit said reports in a timely manner may delay purchases or reimbursement to "SUBRECIPIENT" for grant-eligible Program expense. Records and reports shall contain, but not be limited to, the following data:

- 1) Statement of Program goals cited in "SUBRECIPIENT" application and measurable accomplishments toward achieving said goals through reporting date of said report.
- 2) Whenever applicable, written narrative of activities. Written narrative and description of services shall be included in each monthly report.
- 3) Volunteer Hour Logs should be submitted with copies of written materials which document the expenditure of the donated good(s), which are reported. This documentation will include: letters from professionals, identifying the donation they have made and its value, vendor receipts for donated goods or receipts for expenditures paid by funds raised by the "SUBRECIPIENT".
- 4) The "SUBRECIPIENT" shall provide a copy of all written reports developed for the Project to the CITY. These may be included with the Project Evaluation Report or under separate cover. Materials which help document the progress of the Project include: project meeting or event flyers, project meeting minutes, draft reports, final reports, photographs, timelines, job descriptions, contractor contracts, and participant interviews, and videos.
- 5) The "SUBRECIPIENT" shall provide a final, brief, written report that summarizes the Project's successes and lessons learned.

These reports will be forwarded to the City of Las Vegas Neighborhood Services Department, ATTN: Neighborhood Initiatives Division. CITY will monitor the performance of "SUBRECIPIENT" against goals and performance standards required herein. Substandard performance as determined by CITY will constitute non-compliance with this Agreement.

If action to correct such substandard performance is not taken by "SUBRECIPIENT" within a reasonable period of time after being notified by CITY, contract suspension or termination procedures will be initiated.

### D. TIME OF PERFORMANCE

This Agreement provides for PALS funding of "SUBRECIPIENT" program rendered in accordance with this Agreement from October 18, 2006, or the date first written above, through June 1, 2007. The CITY shall bear no liability to fund or provide payment for "SUBRECIPIENT" program services in the event that no PALS grant award funds are received during fiscal year 2006-2007. Furthermore, the CITY shall be liable only for payment proportional to the extent that PALS grant award funds are appropriated and allocated by the CITY. "SUBRECIPIENT" program expenses incurred after October 18, 2006, but prior to execution of this Agreement will not be reimbursed.

# **II. CITY GENERAL CONDITIONS**

## A. COMPLIANCE WITH OTHER APPLICABLE STATUTES AND REGULATIONS

"SUBRECIPIENT" shall obtain any and all Federal, State, and Local permits and licenses required to execute the Project or Program as described in the Agreement's Scope of Services. "SUBRECIPIENT" further agrees to abide by all applicable Federal, State, and Local codes, regulations, statutes, ordinances, and laws.

# B. SUBRECIPIENT RETAINS EXCLUSIVE RIGHT OF PERFORMING SERVICES

"SUBRECIPIENT" has requested financial support of the CITY to enable "SUBRECIPIENT" to provide the services contemplated in Section I. The CITY shall have no relationship whatsoever with the services contemplated herein except the provision of financial support and the receipt of reports as provided herein. In any and all events, the services contemplated herein shall be rendered at the time, in the manner and under circumstances determined solely and exclusively by "SUBRECIPIENT," subject only to review by the City of Las Vegas, Neighborhood Services Director or other designee of the Neighborhood Services Director to assure continuing eligibility for PALS funding.

# C. INDEMNIFICATION

"SUBRECIPIENT" agrees to protect, defend, indemnify and save harmless the CITY from and against any and all liability, damages, claims, suits, liens, and judgments of whatever nature, including but not limited to, claims for contribution and/or indemnification for injuries to or death of any person or persons, caused by, in connection with, or arising out of any activities undertaken pursuant to this Agreement. "SUBRECIPIENT's" obligation to protect, defend, indemnify, and save harmless as set forth in this paragraph, shall include any and all attorneys' fees incurred by the CITY in the defense and/or handling of said suits, demands, judgments, liens, claims and the like and all attorneys' fees and investigation expenses incurred by the CITY in enforcing and/or obtaining compliance with the provisions of this paragraph.

## D. LIMIT ON ASSIGNMENT OF INTEREST

"SUBRECIPIENT" may not assign any part of its rights in this Agreement without consent of CITY. Any such assignment of rights without consent of CITY shall result in the forfeiture of all compensation, or any part thereof, as determined by CITY.

# E. ON-SITE MONITORING

Projects and programs funded under this Agreement will be subject to on-site monitoring by duly authorized CITY representatives. Said representatives will be announced, at a minimum, 24 hours in advance of such visits. The representatives may request, and be granted access to records. Representatives may, on occasion, interview Program volunteers and participants who volunteer to be interviewed.

# F. ACCESS TO RECORDS

At any time during normal business hours, "SUBRECIPIENT'S" records, with respect to matters covered by this Agreement shall be made available for audit, examination, and review by CITY representatives.

# G. INSURANCE

If "SUBRECIPIENT" uses a vehicle in providing its services, it shall carry or provide a Comprehensive Automobile Liability Insurance covering bodily injury and property damage, with a minimum comprehensive single limit liability of \$1,000,000.00.

The CITY shall be named as an additional insured in all policies of insurance obtained pursuant to this Agreement. The CITY shall be furnished evidence that the foregoing insurance coverage(s) are in effect, and the CITY shall be notified at least thirty (30) days prior to the cancellation or material change of any such coverage.

# **III. OTHER GENERAL CONDITIONS**

### A. RELIGIOUS ACTIVITIES

As a general rule, in accordance with First Amendment Church/State Principles, PALS assistance may not be used for religious activities or provided to primarily religious entities for any activities, including secular activities.

## B. POLITICAL ACTIVITIES

"SUBRECIPIENT" will comply with this section, which prohibits the use of PALS funds to finance the use of facilities or equipment for political purposes or to engage in other partisan political activities, such as candidate forums, voter transportation, or voter registration.

# C. PROGRAM INCOME

"SUBRECIPIENT" agrees that program income, includes, but is not limited to, the following:

- 1. Proceeds from the disposition by sale or long-term lease of real property purchased or improved with PALS funds;
- 2. Proceeds from the disposition of equipment purchased with PALS funds:
- Gross income from the use or rental of real or personal property acquired by "SUBRECIPIENT" with PALS funds, less costs incidental to generation of the income;
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Expenditures charged to CITY fiscal year **2006-2007** PALS funds will be accounted for in a ledger separate from all other revenue sources. These records shall be maintained by "SUBRECIPIENT."

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# A. AMENDMENT OR REVISION REQUIRED BY CITY

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#### B. **TERMINATION**

**CITY OF LAS VEGAS** 

If "SUBRECIPIENT" fails to fulfill in a timely and proper manner its obligation under this Agreement or shall violate any of the covenants, agreements or stipulations of this Agreement, the CITY shall thereupon have the right to suspend or terminate this Agreement and specify the effective date thereof. Such notice shall be given no less than ten (10) days before the effective date of such termination and sent to "SUBRECIPIENT" at 701 N. 20th Street, Las Vegas, NV 89101.

#### C. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Each and every provision of law and clause required by law to be inserted in this Agreement will be deemed to be inserted herein, and this Agreement shall be read and enforced as though it were included herein and if through mistake or otherwise any such provisions not inserted, or is not correctly inserted, then upon the application of either party this Agreement shall forthwith be physically amended to make such insertion.

IN WITNESS WHEREOF, this Agreement has been executed by duly authorized representatives of each party the day and year first above written.

Halle Hewetson Elementary School, "SUBRECIPIENT" 10/19/06 Director Fernando Prieto, SCHOOL PROJECT LEADER

ATTEST: ATTEST:

BARBARA JO RONEMUS. CITY ØLERK By: Beverly K. Bridges Chief Deputy City Clerk

COUNCIL ACTION: OCTOBER 18, 2006

APPROVED AS TO FORM. D. Panticello 10/18/06

# Exhibit "A"

- **L.** How will this project increase parent participation in your school? Parents have the opportunity to assist their children in sports activities assuring they are out of the streets.
- **M.** How will your school sustain this parent involvement after the project has been completed? Soccer could be part of regular practice during our Physical Education classes.

# N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as needed):

<u>needed):</u>				
Item	Quantity	Cost per item	Purpose	Total Cost
Socks	45	\$5.00	Uniform	\$225.0
Shorts	45	\$5.00	Uniform	\$225.0
T-shirts	45	\$7.00	Uniform	\$315.0
Buses	3	\$110.0	Transportation	\$330.0
Equipment	45	\$5.00	Equipment for training	\$225.0
Digital Camera	1	\$500.0	Communication	\$500.0
Equipment	45	\$8.0	Equipment for training	\$180.0
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<u> </u>	··· <u>····</u>	 Total	\$2000.0

# O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

Activity	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
Practice - Parents	9	1.0	4	36.0
Games - Parents	9	1.0	7	63.0
Coaching-Staff	1	3.0	11	33.0
		~		

N. Project Budget
Itemized list of supplies to be purchased (attach additional sheets as needed):

Item	Quantity	Cost per item	+ Purpose	Total Cost
1	1	\$400	Printer/Fax	\$400
1	1	\$1,600	Labels for parents' literacy room. Kwik Asset system, Worth Data.	\$1,600
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•		Total	\$2,000

### O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

Activity	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
Computer training-parents	14	1.5	5	105
Computer training- teachers	2	3.0	5	30

**M.** How will your school sustain this parent involvement after the project has been completed? English classes during nights support this initiate and parents can continue to improve their communication skills.

## N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as needed):

ea):			
Quantity	Cost per item	ruipose	Total Cost
200	10.0	Books to read and practice English. Including theory and practical Exercises.	\$2,000
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	Quantity	Quantity Cost per item	Quantity Cost per item Purpose  Books to read and practice English. Including theory and practical

-			
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		Total	\$2,000

### O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

Activity	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
Attend to class	12	1.5	6	108.0
Teach class	2	1.5	6	18.0
Prep class	2	0.6	6	7.2
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		<u>-</u>		

- **K.** Explain the school, student or family need this project will address: Parent involvement and involvement of minority population in community and science projects.
- **L.** How will this project increase parent participation in your school? Parents will be able to work hand-in-hand with students (sons and daughters) guided by the expertise and assistance of the school staff to arrive at a project and work to its completion.
- M. How will your school sustain this parent involvement after the project has been completed? It is hoped that the parents who help in this project will mentor and enthuse other parents and will be more positive in cooperating with school staff and site projects.

### N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as needed):

<u>needeaj:</u>				
ltem .	Quantity	Cost per item	Purpose	Total Cost
Books	50	10.00	Science Research and Project Ideas	500.00
Materials	50	10.00	Consummable project materals	500.00
Transport	50	5.00	Bus to UNLV	250.00
Registration	50	2.00	Project Registration	100.00
Trophies	50	3.00	Trophies and Prize Ribbons	150.00
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• • • • • • • • •	Total	-2,000.00

O. Volunteer Match

ff will spend

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

Activity	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
Orientation	20	1	1	20
Project development	20	1	4	80
Teachers	3	2	5	30
		1111		

# Exhibit "B"

# **Section 1: Identifying Information**

School:		
Project Name:		
Reporting Period:	Start Date:	End Date:
Person Preparing Report:		
Phone Number:		
oals (described in the	ect accomplishments f contract and Grant	for this month. Identify which project Application) the organization has project successes, and any other

Revised 2/2005

# City of Las Vegas PALS Grant Project Evaluation

Name of School:
Project Name:
Start Date: End Date:
Is this project ongoing?
Person Preparing Report:
Title:
Phone number:
Number of participating parents:  Number of participating staff:
Project Evaluation  Describe your project and its accomplishments:

How were parents involved in the planning and implementation of this project
How did this project accomplish the goals outlined in your grant application?
Were there any areas of concerns during the planning and implementation o
this project?
☐ Yes ☐ No
How did your planning team work together to address these concerns?
Parent Involvement
Do you feel this project helped to recruit more active parents in your school?
☐ Yes ☐ No
Why?
tow will your school sustain and/or increase this level of parent involvement? _

# City of Las Vegas PALS Volunteer Hour Log

							Date Volunteer's Name Activities Performed Time In Ont	Project Title:	School Name:
			·			15	Time In		
							Time Total		

### Parents As Learning Support Agreement Between the City Of Las Vegas and Lois Craig Elementary School

THIS AGREEMENT, made and entered into this // day of October, 2006 by and between the CITY OF LAS VEGAS, a municipal corporation of the State of Nevada, hereinafter referred to as "CITY", and Lois Craig Elementary School, a Clark County School District elementary school duly organized under the laws of the State of Nevada, hereinafter referred to as "SUBRECIPIENT," whose primary mailing address at the date of execution is 2637 E. Gowan Road, North Las Vegas, NV 89030.

### WITNESSETH

WHEREAS; the CITY has allocated funds for the Parents As Learning Support program, hereinafter referred to as "PALS"; and

WHEREAS, the CITY is responsible for planning, administering, implementing, and evaluating the PALS program to ensure that it conforms to the PALS Program Guidelines and Las Vegas City Council goals; and

WHEREAS, CITY, as Grantor, wishes to engage "SUBRECIPIENT" to assist the CITY in utilizing such funds by providing services to meet the PALS Program's objectives, as follows:

- To assist school staff and administrators with establishing parents and school staff as partners in defining and addressing student needs
- To assist schools with identifying unengaged parents and developing strategies for involving them in school activities
- To improve student achievement
- To involve parents in a variety of functions/roles in the school
- To create a support system of families, school staff and community leaders who take responsibility for the safety and well-being of all students attending their school

NOW, THEREFORE, it is agreed between the parties hereto that;

### I. SCOPE OF SERVICE

### A. ACTIVITIES

"SUBRECIPIENT" will be responsible for administering FY2006-2007 PALS-funded programs known as <u>Heading Towards Our Goal Drug Free Soccer</u>, <u>Academic Club and Fitness Lions</u> that provide activities eligible under the Parents As Learning Support Program as cited in the Scope of Services I.B.1, hereinafter referred to as "Program." It is expressly agreed and understood that the total amount to be provided by the CITY under this Agreement shall not exceed \$4,500.00 in PALS funds to be allocated in accordance with the Program Budgets as detailed in Exhibit "A," attached. "SUBRECIPIENT" hereby agrees to utilize said PALS funds made available pursuant to this Agreement to supplement rather than supplant funds otherwise available.

### B. PROGRAM DESCRIPTION

1. Scope of Services to be Provided

### Purpose of Services:

Funding will be used to plan and implement school based projects to increase parent involvement in school activities and increase communication between parents and school staff.

### Tasks to be Performed:

- Heading Towards Our Goal Drug Free Soccer Participate in a multi-school soccer league using parent as volunteer coaches and referees
- Academic Club Provide homework assistance and tutoring for students using volunteer parents and school staff
- Fitness Lions Host activities to promote physical fitness to parents and students

### Level of Service to be Provided:

Projects will increase the number of parent volunteers and provide parents with an active role in their student's education and development.

### Measurable Goals for Grant period:

- Number of parent volunteers
- Number of participating parents

"SUBRECIPIENT" hereby agrees to meet the goals as stated above, to the greatest extent feasible, in order to ensure the success of the Program.

2. The "SUBRECIPIENT" hereby appoints the following representative to attend any meetings of the neighborhood organization in partnership with the City of Las Vegas, Neighborhood Services Department:

Robert Pratus, School Project Team Leader, or a designee chosen at the discretion of SUBRECIPIENT.

### C. Program Reporting

"SUBRECIPIENT" will be required to collect for and provide to the CITY Program accomplishments and usage records beginning **October 18, 2006** or the date first written above, until **June 1, 2007**, unless this Agreement is modified at the express consent of the CITY and "SUBRECIPIENT." "SUBRECIPIENT" shall submit, on a monthly basis, and on occasion upon request of the CITY, a Monthly Progress Report, Project Evaluation Reports and Volunteer Hour Logs, the forms for which are attached as Exhibit "B". These reports shall accompany each request for expenditure or reimbursement of funds. Failure to submit said reports in a timely manner may delay purchases or reimbursement to "SUBRECIPIENT" for grant-eligible Program expense. Records and reports shall contain, but not be limited to, the following data:

- Statement of Program goals cited in "SUBRECIPIENT" application and measurable accomplishments toward achieving said goals through reporting date of said report.
- 2) Whenever applicable, written narrative of activities. Written narrative and description of services shall be included in each monthly report.
- 3) Volunteer Hour Logs should be submitted with copies of written materials which document the expenditure of the donated good(s), which are reported. This documentation will include: letters from professionals, identifying the donation they have made and its value, vendor receipts for donated goods or receipts for expenditures paid by funds raised by the "SUBRECIPIENT".
- 4) The "SUBRECIPIENT" shall provide a copy of all written reports developed for the Project to the CITY. These may be included with the Project Evaluation Report or under separate cover. Materials which help document the progress of the Project include: project meeting or event flyers, project meeting minutes, draft reports, final reports, photographs, timelines, job descriptions, contractor contracts, and participant interviews, and videos.
- 5) The "SUBRECIPIENT" shall provide a final, brief, written report that summarizes the Project's successes and lessons learned.

These reports will be forwarded to the City of Las Vegas Neighborhood Services Department, ATTN: Neighborhood Initiatives Division. CITY will monitor the performance of "SUBRECIPIENT" against goals and performance standards required herein. Substandard performance as determined by CITY will constitute non-compliance with this Agreement.

If action to correct such substandard performance is not taken by "SUBRECIPIENT" within a reasonable period of time after being notified by CITY, contract suspension or termination procedures will be initiated.

### D. TIME OF PERFORMANCE

This Agreement provides for PALS funding of "SUBRECIPIENT" program rendered in accordance with this Agreement from October 18, 2006, or the date first written above, through June 1, 2007. The CITY shall bear no liability to fund or provide payment for "SUBRECIPIENT" program services in the event that no PALS grant award funds are received during fiscal year 2006-2007. Furthermore, the CITY shall be liable only for payment proportional to the extent that PALS grant award funds are appropriated and allocated by the CITY. "SUBRECIPIENT" program expenses incurred after October 18, 2006, but prior to execution of this Agreement will not be reimbursed.

### **II. CITY GENERAL CONDITIONS**

### A. COMPLIANCE WITH OTHER APPLICABLE STATUTES AND REGULATIONS

"SUBRECIPIENT" shall obtain any and all Federal, State, and Local permits and licenses required to execute the Project or Program as described in the Agreement's Scope of Services. "SUBRECIPIENT" further agrees to abide by all applicable Federal, State, and Local codes, regulations, statutes, ordinances, and laws.

### B. SUBRECIPIENT RETAINS EXCLUSIVE RIGHT OF PERFORMING SERVICES

"SUBRECIPIENT" has requested financial support of the CITY to enable "SUBRECIPIENT" to provide the services contemplated in Section I. The CITY shall have no relationship whatsoever with the services contemplated herein except the provision of financial support and the receipt of reports as provided herein. In any and all events, the services contemplated herein shall be rendered at the time, in the manner and under circumstances determined solely and exclusively by "SUBRECIPIENT," subject only to review by the City of Las Vegas, Neighborhood Services Director or other designee of the Neighborhood Services Director to assure continuing eligibility for PALS funding.

### C. INDEMNIFICATION

"SUBRECIPIENT" agrees to protect, defend, indemnify and save harmless the CITY from and against any and all liability, damages, claims, suits, liens, and judgments of whatever nature, including but not limited to, claims for contribution and/or indemnification for injuries to or death of any person or persons, caused by, in connection with, or arising out of any activities undertaken pursuant to this Agreement. "SUBRECIPIENT's" obligation to protect, defend, indemnify, and save harmless as set forth in this paragraph, shall include any and all attorneys' fees incurred by the CITY in the defense and/or handling of said suits, demands, judgments, liens, claims and the like and all attorneys' fees and investigation expenses incurred by the CITY in enforcing and/or obtaining compliance with the provisions of this paragraph.

### D. LIMIT ON ASSIGNMENT OF INTEREST

"SUBRECIPIENT" may not assign any part of its rights in this Agreement without consent of CITY. Any such assignment of rights without consent of CITY shall result in the forfeiture of all compensation, or any part thereof, as determined by CITY.

### E. ON-SITE MONITORING

Projects and programs funded under this Agreement will be subject to on-site monitoring by duly authorized CITY representatives. Said representatives will be announced, at a minimum, 24 hours in advance of such visits. The representatives may request, and be granted access to records. Representatives may, on occasion, interview Program volunteers and participants who volunteer to be interviewed.

### F. ACCESS TO RECORDS

At any time during normal business hours, "SUBRECIPIENT'S" records, with respect to matters covered by this Agreement shall be made available for audit, examination, and review by CITY representatives.

### G. INSURANCE

If "SUBRECIPIENT" uses a vehicle in providing its services, it shall carry or provide a Comprehensive Automobile Liability Insurance covering bodily injury and property damage, with a minimum comprehensive single limit liability of \$1,000,000.00.

The CITY shall be named as an additional insured in all policies of insurance obtained pursuant to this Agreement. The CITY shall be furnished evidence that the foregoing insurance coverage(s) are in effect, and the CITY shall be notified at least thirty (30) days prior to the cancellation or material change of any such coverage.

### **III. OTHER GENERAL CONDITIONS**

### A. RELIGIOUS ACTIVITIES

As a general rule, in accordance with First Amendment Church/State Principles, PALS assistance may not be used for religious activities or provided to primarily religious entities for any activities, including secular activities.

### B. POLITICAL ACTIVITIES

"SUBRECIPIENT" will comply with this section, which prohibits the use of PALS funds to finance the use of facilities or equipment for political purposes or to engage in other partisan political activities, such as candidate forums, voter transportation, or voter registration.

### C. PROGRAM INCOME

"SUBRECIPIENT" agrees that program income, includes, but is not limited to, the following:

- 1. Proceeds from the disposition by sale or long-term lease of real property purchased or improved with PALS funds;
- 2. Proceeds from the disposition of equipment purchased with PALS funds;
- Gross income from the use or rental of real or personal property acquired by "SUBRECIPIENT" with PALS funds, less costs incidental to generation of the income;
- Gross income from the use or rental of real property, owned by "SUBRECIPIENT," that was constructed or improved with PALS funds, less costs incidental to generation of the income; and
- 5. Interest earned on program income pending its disposition.

### D. DISPOSITION OF PROGRAM INCOME

Income from the Project may be retained by "SUBRECIPIENT" provided that written notification is given to the Neighborhood Services Director and that the income is to be used for the exclusive benefit of the Program.

### E. EXPIRATION OR REVOCATION OF AGREEMENT

Upon the expiration or revocation of this Agreement, "SUBRECIPIENT" shall transfer to CITY any PALS funds on hand at the time of expiration or revocation and any accounts receivable attributable to the use of PALS funds.

### IV. FINANCIAL MANAGEMENT

### A. REIMBURSEMENT

The CITY shall reimburse the "SUBRECIPIENT" only for expenses paid or incurred as outlined in Exhibit A, provided the expenditures are made after the Project's start date and before the completion date as indicated in Section I.D. Subject to the approval of the CITY, the CITY may make direct payment to vendors, using a procurement credit car "P-Card" for purchases less than \$1,000 or a Direct Payment Request "DPR" for purchases greater than \$1,000, in the event "SUBRECIPIENT" does not have sufficient funds to utilize reimbursement process.

### B. DOCUMENTATION OF COSTS

Project Progress Report shall be submitted by the "SUBRECIPIENT" with Supporting Documentation form to the CITY. All costs submitted to CITY for reimbursement or vendor payment shall be recorded by budget line-items and be supported by properly executed time records, invoices, contracts, or vouchers, or other official documentation evidencing in proper detail the nature and propriety of the charge. All checks, invoices, contracts, and vouchers, orders or other accounting documents pertaining in whole or in part to the Agreements, shall be thoroughly identified and readily accessible.

### C. FINANCIAL RECORDKEEPING

Financial records pertaining to all invoices, materials, payrolls, personnel records, and other data concerning matters related to or arguably related to this Agreement may be requested from "SUBRECIPIENT" by duly authorized CITY representatives.

### D. RECORDS

Program records shall be maintained in accordance with CITY requirements with respect to all matters covered by this Agreement. Such records shall be maintained for a period of four years after the term of this Agreement expires (a five year retention period).

### E. PROGRAM BUDGET

Invoice expenditures eligible for payment by the CITY will be in accordance with the Project budget delineated in Exhibit "A" and subject to any conditions imposed in the Scope of Services, to include monthly reports and narratives when seeking reimbursement from the City for Project costs. "SUBRECIPIENT" shall not make any changes in the Project budget unless permission is obtained in writing from the CITY.

### F. METHOD OF PAYMENT

The CITY shall reimburse valid invoices for approved Project budget expenditures identified in Exhibit "A" of this Agreement. Before paying such expenses, the CITY will review invoice expenditures to determine their consistency with the approved eligible expenditures, the scope of services, pursuant to this Agreement. The CITY reserves the right to refuse reimbursement for expenses, which are PALS-ineligible or which are not within the scope of this Agreement. Reimbursement requests shall include reports and narratives as detailed in "Scope of Services" section of this Agreement.

### G. UNEXPENDED FUNDS

In the event that CITY staff anticipates the total amount of funds allocated for this Agreement will not be expended in the time and manner prescribed in this Agreement, the CITY reserves the right to that portion for other Projects/programs operating under the CITY's PALS Program. An extension of an **June 1, 2007** deadline may be authorized in writing by the CITY Neighborhood Services Director or other designee of the Neighborhood Services Director.

### H. ACCOUNTING METHODS

Expenditures charged to CITY fiscal year **2006-2007** PALS funds will be accounted for in a ledger separate from all other revenue sources. These records shall be maintained by "SUBRECIPIENT."

# I. NON-EXPENDABLE PERSONAL PROPERTY, DEPRECIATION SCHEDULES, AND DISPOSITION OF PROPERTY

- 1) Non-expendable personal property will be defined as any property either tangible or intangible other than real property as defined herein which has a unit acquisition cost of \$1000 or more and a useful life of more than one year.
- 2) Organization purchasing or receiving non-expendable personal property as part of their project will give CITY rights to the non-expendable personal property for three years from the date of purchase. Should the organization be dissolved or should the non-expendable personal property not be used in accordance with the grant agreement, CITY will have the right to reappropriate the non-expendable personal property. Examples of non-expendable personal property are vehicles and computer equipment. If said property is a vehicle, the City shall be named as a lien-holder on the title.

### V. MODIFICATION OR TERMINATION OF AGREEMENT

### A. AMENDMENT OR REVISION REQUIRED BY CITY

"SUBRECIPIENT" and the CITY hereby agree to amend or otherwise revise this Agreement should such modification be required by CITY and/or any applicable federal statutes or regulations.

### **B. TERMINATION**

If "SUBRECIPIENT" fails to fulfill in a timely and proper manner its obligation under this Agreement or shall violate any of the covenants, agreements or stipulations of this Agreement, the CITY shall thereupon have the right to suspend or terminate this Agreement and specify the effective date thereof. Such notice shall be given no less than ten (10) days before the effective date of such termination and sent to "SUBRECIPIENT" at <u>2637 E. Gowan Road, North Las Vegas, NV 89030.</u>

### C. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

APPROVED AS TO FORM: Q. Pinhicelo 10/17/04

Each and every provision of law and clause required by law to be inserted in this Agreement will be deemed to be inserted herein, and this Agreement shall be read and enforced as though it were included herein and if through mistake or otherwise any such provisions not inserted, or is not correctly inserted, then upon the application of either party this Agreement shall forthwith be physically amended to make such insertion.

IN WITNESS WHEREOF, this Agreement has been executed by duly authorized representatives of each party the day and year first above written.

CITY OF LAS VEGAS	Lois Craig Elementary School, "SUBRECIPIENT"
Stephen Hursh, Director	Robert Pratus, SCHOOL PROJECT LEADER
ATTEST:	ATTEST:
BARBARA JO RONEMUS, CITY ÉLERK By: Beverly K. Bridges Chief Deputy City Clerk	
COUNCIL ACTION: October 18, 200	06

# Exhibit "A"

- **L.** How will this project increase parent participation in your school? It is our hope that parents will want to watch their students excell in sports by being involved in our soccer program. Parents will not only be encouraged to attend practice, but also assist coaching and be referees for games.
- M. How will your school sustain this parent involvement after the project has been completed? With the growing connection between parents and faculty we hope the channel, once created will remain open and bring more parents in to begin a PTA, PTO or another Parent Organization

### N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed):

neede	<u>a):</u>			
Item	Quantity	Cost per litem	Purpose:	Total Cost
Shirts	90	\$8.00	Soccer Uniforms	\$720
Buses	6	\$110	Travel to play games	\$660
Soccer balls	2 sets of 6	\$30 per set	Soccer balls for games and practices	\$60
Whistles	10	\$2	Whistles for Coaches and Referees	\$20
Snacks	TBA	TBA	End of year Party	\$40
Shin Guards	50	\$5	Uniforms for Students	\$250
Shorts	50	\$5	Uniforms for students	\$250
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			Total	\$2000

### O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

Activity	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
Attendees	30	1	5 .	150
Assistant Coaches	2	1	10	20
Team Parent	2	1	5	10
i				
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regualr classrooms. The students will be in a safe, secure environment in which the parents will be welcome to join

- **L.** How will this project increase parent participation in your school? Parents will be encouraged to volunter in the tutoring program
  - M. How will your school sustain this parent involvement after the project has been completed? Parents will be encouraged to attend the program as volunteers and then they will be asked to assist in the creation of a PTA organization at Lois Craig

### N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed):

needec	<i>1)</i> .		Market Saratika (1992)	
ltem	Quantity	Cost per Item	Purpose, ***	Total Cost
Incentive Awards	100	\$7.00	Incentive prizes to encourage attendance and completion of homeowrk assisngments	\$700
School Supplies	50	\$10.00	Supplies that can take home to utilize for completion of homework	\$500
Pizza Party	TBA	\$200	Party for students who complete program	\$200
Gift Cards	50	\$10	Gift cards for parents who attend and complete the program	\$500
Misc. Teaching Supplies	ТВА	\$100	Items used for tutoring program, sucha as paper, pencils, etc.	\$100
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	·	
	Total	\$2000

### O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
20	1	7	140
	volunteers	volunteers of hours	volunteers of hours times per year

fitness levels. Also students will see how their own level of fitness improves by actively participating in daily physical activity.

- **L.** How will this project increase parent participation in your school? Parent participation will increase by inviting them onto campus to watch their childs' performance during testing. The parents will be welcome to come back and watch their child re-test later in the year. By being exposed to the testing, the parents may develop an interest in increasing their own fitness.
- M. How will your school sustain this parent involvement after the project has been completed? Parents will be encouraged to participate in data collection for further fitness activities, and asked to assist in distrubuting progress reports.

### N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed):				
ltem .	Quantity	Cost per item	Purpose	Total Cost
Pedometers	55	\$19.95	Help students count steps throughout the daily PE program	\$1100
Rainbow Unpredictaball	2 sets of 6	\$29.95	Develop Quick reactions	\$60
Speed Ladder	1	\$79.95	Devlop Agility	\$80
Fit Spots	2 Sets of 10	\$40	Fitness Spots for Stations	\$80
Athletic Field Striper	1	\$90	Mark lines on field for testing	\$90
Case of Paint	1	\$130	Paint for ground	\$130
Stereo	1	\$430	Playing fitnessgram CD	\$430
Net for basketball hoop	3	\$10	Nets for basketball hoops	\$30
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Total \$2009			
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		, , , , , , , , , , , , , , , , , , , ,	
Total \$2000		•	
		 To	tal \$2000

### O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

Activity	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
Collection and data entry of information	10	2	7	140
Production and distribution of progress reports	1	2	4	8

# Exhibit "B"

## **Section 1: Identifying Information**

School:		
Project Name:		
Reporting Period:	Start Date:	End Date:
Person Preparing Report:		
Phone Number:		
goals (described in the c	contract and Gra	for this month. Identify which project nt Application) the organization has rn, project successes, and any other

Revised 2/2005

# City of Las Vegas PALS Grant Project Evaluation

Name of School:	
Project Name:	
Start Date: End	d Date:
Is this project ongoing?	
Person Preparing Report: Title:	
Phone number:	
Number of participating parents:  Number of participating staff:	
Project Evaluation	
Describe your project and its accomplishments:	
	1947

How were parents involved in the planning and implementation of this project?
How did this project accomplish the goals outlined in your grant application?
Were there any areas of concerns during the planning and implementation of
his project?
☐ Yes ☐ No
low did your planning team work together to address these concerns?
arent Involvement
o you feel this project helped to recruit more active parents in your school?
Yes □ No
Why?
· · · · · · · · · · · · · · · · · · ·
low will your school sustain and/or increase this level of parent involvement?

# City of Las Vegas PALS Volunteer Hour Log

School Name:	ame:				
Project Title:	le:				
Date	Volunteer's Name	Ach	Activities Performed	Time In	Time Total
				-	
				:	

### Parents As Learning Support Agreement Between the City Of Las Vegas and Tom Williams Elementary School

THIS AGREEMENT, made and entered into this 19 day of October, 2006 by and between the CITY OF LAS VEGAS, a municipal corporation of the State of Nevada, hereinafter referred to as "CITY", and Tom Williams Elementary School, a Clark County School District elementary school duly organized under the laws of the State of Nevada, hereinafter referred to as "SUBRECIPIENT," whose primary mailing address at the date of execution is 3000 Tonopah Ave, North Las Vegas, NV 89030.

### WITNESSETH

WHEREAS, the CITY has allocated funds for the Parents As Learning Support program, hereinafter referred to as "PALS"; and

WHEREAS, the CITY is responsible for planning, administering, implementing, and evaluating the PALS program to ensure that it conforms to the PALS Program Guidelines and Las Vegas City Council goals; and

WHEREAS, CITY, as Grantor, wishes to engage "SUBRECIPIENT" to assist the CITY in utilizing such funds by providing services to meet the PALS Program's objectives, as follows:

- To assist school staff and administrators with establishing parents and school staff as partners in defining and addressing student needs
- To assist schools with identifying unengaged parents and developing strategies for involving them in school activities
- To improve student achievement
- To involve parents in a variety of functions/roles in the school
- To create a support system of families, school staff and community leaders who take responsibility for the safety and well-being of all students attending their school

NOW, THEREFORE, it is agreed between the parties hereto that;

### I. SCOPE OF SERVICE

### A. ACTIVITIES

"SUBRECIPIENT" will be responsible for administering FY2006-2007 PALS-funded program known as <u>Drug Free Soccer</u> that provides activities eligible under the Parents As Learning Support Program as cited in the Scope of Services I.B.1, hereinafter referred to as "Program." It is expressly agreed and understood that the total amount to be provided by the CITY under this Agreement shall not exceed \$2,000.00 in PALS funds to be allocated in accordance with the Program Budgets as detailed in Exhibit "A," attached. "SUBRECIPIENT" hereby agrees to utilize said PALS funds made available pursuant to this Agreement to supplement rather than supplant funds otherwise available.

### **B. PROGRAM DESCRIPTION**

Scope of Services to be Provided

### Purpose of Services:

Funding will be used to plan and implement school based projects to increase parent involvement in school activities and increase communication between parents and school staff.

### Tasks to be Performed:

 Drug Free Soccer – Participate in a multi-school soccer league using parents as volunteer coaches and referees

### Level of Service to be Provided:

Projects will increase the number of parent volunteers and provide parents with an active role in their student's education and development.

### Measurable Goals for Grant period:

- Number of parent volunteers
- Number of participating parents

"SUBRECIPIENT" hereby agrees to meet the goals as stated above, to the greatest extent feasible, in order to ensure the success of the Program.

2. The "SUBRECIPIENT" hereby appoints the following representative to attend any meetings of the neighborhood organization in partnership with the City of Las Vegas, Neighborhood Services Department:

**Devon Ramos, School Project Team Leader**, or a designee chosen at the discretion of SUBRECIPIENT.

### C. Program Reporting

"SUBRECIPIENT" will be required to collect for and provide to the CITY Program accomplishments and usage records beginning **October 18, 2006** or the date first written above, until **June 1, 2007**, unless this Agreement is modified at the express consent of the CITY and "SUBRECIPIENT." "SUBRECIPIENT" shall submit, on a monthly basis, and on occasion upon request of the CITY, a Monthly Progress Report, Project Evaluation Reports and Volunteer Hour Logs, the forms for which are attached as Exhibit "B". These reports shall accompany each request for expenditure or reimbursement of funds. Failure to submit said reports in a timely manner may delay purchases or reimbursement to "SUBRECIPIENT" for grant-eligible Program expense. Records and reports shall contain, but not be limited to, the following data:

- Statement of Program goals cited in "SUBRECIPIENT" application and measurable accomplishments toward achieving said goals through reporting date of said report.
- 2) Whenever applicable, written narrative of activities. Written narrative and description of services shall be included in each monthly report.

- 3) Volunteer Hour Logs should be submitted with copies of written materials which document the expenditure of the donated good(s), which are reported. This documentation will include: letters from professionals, identifying the donation they have made and its value, vendor receipts for donated goods or receipts for expenditures paid by funds raised by the "SUBRECIPIENT".
- 4) The "SUBRECIPIENT" shall provide a copy of all written reports developed for the Project to the CITY. These may be included with the Project Evaluation Report or under separate cover. Materials which help document the progress of the Project include: project meeting or event flyers, project meeting minutes, draft reports, final reports, photographs, timelines, job descriptions, contractor contracts, and participant interviews, and videos.
- 5) The "SUBRECIPIENT" shall provide a final, brief, written report that summarizes the Project's successes and lessons learned.

These reports will be forwarded to the City of Las Vegas Neighborhood Services Department, ATTN: Neighborhood Initiatives Division. CITY will monitor the performance of "SUBRECIPIENT" against goals and performance standards required herein. Substandard performance as determined by CITY will constitute non-compliance with this Agreement.

If action to correct such substandard performance is not taken by "SUBRECIPIENT" within a reasonable period of time after being notified by CITY, contract suspension or termination procedures will be initiated.

### D. TIME OF PERFORMANCE

This Agreement provides for PALS funding of "SUBRECIPIENT" program rendered in accordance with this Agreement from **October 18, 2006**, or the date first written above, through **June 1, 2007**. The CITY shall bear no liability to fund or provide payment for "SUBRECIPIENT" program services in the event that no PALS grant award funds are received during fiscal year **2006-2007**. Furthermore, the CITY shall be liable only for payment proportional to the extent that PALS grant award funds are appropriated and allocated by the CITY. "SUBRECIPIENT" program expenses incurred after **October 18, 2006**, but prior to execution of this Agreement will not be reimbursed.

### **II. CITY GENERAL CONDITIONS**

### A. COMPLIANCE WITH OTHER APPLICABLE STATUTES AND REGULATIONS

"SUBRECIPIENT" shall obtain any and all Federal, State, and Local permits and licenses required to execute the Project or Program as described in the Agreement's Scope of Services. "SUBRECIPIENT" further agrees to abide by all applicable Federal, State, and Local codes, regulations, statutes, ordinances, and laws.

### B. SUBRECIPIENT RETAINS EXCLUSIVE RIGHT OF PERFORMING SERVICES

"SUBRECIPIENT" has requested financial support of the CITY to enable "SUBRECIPIENT" to provide the services contemplated in Section I. The CITY shall have no relationship whatsoever with the services contemplated herein except the provision of financial support and the receipt of reports as provided herein. In any and all events, the services contemplated herein shall be rendered at the time, in the manner and under circumstances determined solely and exclusively by "SUBRECIPIENT," subject only to review by the City of Las Vegas, Neighborhood Services Director or other designee of the Neighborhood Services Director to assure continuing eligibility for PALS funding.

### C. INDEMNIFICATION

"SUBRECIPIENT" agrees to protect, defend, indemnify and save harmless the CITY from and against any and all liability, damages, claims, suits, liens, and judgments of whatever nature, including but not limited to, claims for contribution and/or indemnification for injuries to or death of any person or persons, caused by, in connection with, or arising out of any activities undertaken pursuant to this Agreement. "SUBRECIPIENT's" obligation to protect, defend, indemnify, and save harmless as set forth in this paragraph, shall include any and all attorneys' fees incurred by the CITY in the defense and/or handling of said suits, demands, judgments, liens, claims and the like and all attorneys' fees and investigation expenses incurred by the CITY in enforcing and/or obtaining compliance with the provisions of this paragraph.

### D. LIMIT ON ASSIGNMENT OF INTEREST

"SUBRECIPIENT" may not assign any part of its rights in this Agreement without consent of CITY. Any such assignment of rights without consent of CITY shall result in the forfeiture of all compensation, or any part thereof, as determined by CITY.

### E. ON-SITE MONITORING

Projects and programs funded under this Agreement will be subject to on-site monitoring by duly authorized CITY representatives. Said representatives will be announced, at a minimum, 24 hours in advance of such visits. The representatives may request, and be granted access to records. Representatives may, on occasion, interview Program volunteers and participants who volunteer to be interviewed.

### F. ACCESS TO RECORDS

At any time during normal business hours, "SUBRECIPIENT'S" records, with respect to matters covered by this Agreement shall be made available for audit, examination, and review by CITY representatives.

### G. INSURANCE

If "SUBRECIPIENT" uses a vehicle in providing its services, it shall carry or provide a Comprehensive Automobile Liability Insurance covering bodily injury and property damage, with a minimum comprehensive single limit liability of \$1,000,000.00.

The CITY shall be named as an additional insured in all policies of insurance obtained pursuant to this Agreement. The CITY shall be furnished evidence that the foregoing insurance coverage(s) are in effect, and the CITY shall be notified at least thirty (30) days prior to the cancellation or material change of any such coverage.

### **III. OTHER GENERAL CONDITIONS**

### A. RELIGIOUS ACTIVITIES

As a general rule, in accordance with First Amendment Church/State Principles, PALS assistance may not be used for religious activities or provided to primarily religious entities for any activities, including secular activities.

### B. POLITICAL ACTIVITIES

"SUBRECIPIENT" will comply with this section, which prohibits the use of PALS funds to finance the use of facilities or equipment for political purposes or to engage in other partisan political activities, such as candidate forums, voter transportation, or voter registration.

### C. PROGRAM INCOME

"SUBRECIPIENT" agrees that program income, includes, but is not limited to, the following:

- 1. Proceeds from the disposition by sale or long-term lease of real property purchased or improved with PALS funds;
- 2. Proceeds from the disposition of equipment purchased with PALS funds;
- Gross income from the use or rental of real or personal property acquired by "SUBRECIPIENT" with PALS funds, less costs incidental to generation of the income;
- 4. Gross income from the use or rental of real property, owned by "SUBRECIPIENT," that was constructed or improved with PALS funds, less costs incidental to generation of the income; and
- 5. Interest earned on program income pending its disposition.

### D. DISPOSITION OF PROGRAM INCOME

Income from the Project may be retained by "SUBRECIPIENT" provided that written notification is given to the Neighborhood Services Director and that the income is to be used for the exclusive benefit of the Program.

### E. EXPIRATION OR REVOCATION OF AGREEMENT

Upon the expiration or revocation of this Agreement, "SUBRECIPIENT" shall transfer to CITY any PALS funds on hand at the time of expiration or revocation and any accounts receivable attributable to the use of PALS funds.

### IV. FINANCIAL MANAGEMENT

### A. REIMBURSEMENT

The CITY shall reimburse the "SUBRECIPIENT" only for expenses paid or incurred as outlined in Exhibit A, provided the expenditures are made after the Project's start date and before the completion date as indicated in Section I.D. Subject to the approval of the CITY, the CITY may make direct payment to vendors, using a procurement credit car "P-Card" for purchases less than \$1,000 or a Direct Payment Request "DPR" for purchases greater than \$1,000, in the event "SUBRECIPIENT" does not have sufficient funds to utilize reimbursement process.

### B. DOCUMENTATION OF COSTS

Project Progress Report shall be submitted by the "SUBRECIPIENT" with Supporting Documentation form to the CITY. All costs submitted to CITY for reimbursement or vendor payment shall be recorded by budget line-items and be supported by properly executed time records, invoices, contracts, or vouchers, or other official documentation evidencing in proper detail the nature and propriety of the charge. All checks, invoices, contracts, and vouchers, orders or other accounting documents pertaining in whole or in part to the Agreements, shall be thoroughly identified and readily accessible.

### C. FINANCIAL RECORDKEEPING

Financial records pertaining to all invoices, materials, payrolls, personnel records, and other data concerning matters related to or arguably related to this Agreement may be requested from "SUBRECIPIENT" by duly authorized CITY representatives.

### D. RECORDS

Program records shall be maintained in accordance with CITY requirements with respect to all matters covered by this Agreement. Such records shall be maintained for a period of four years after the term of this Agreement expires (a five year retention period).

### E. PROGRAM BUDGET

Invoice expenditures eligible for payment by the CITY will be in accordance with the Project budget delineated in Exhibit "A" and subject to any conditions imposed in the Scope of Services, to include monthly reports and narratives when seeking reimbursement from the City for Project costs. "SUBRECIPIENT" shall not make any changes in the Project budget unless permission is obtained in writing from the CITY.

### F. METHOD OF PAYMENT

The CITY shall reimburse valid invoices for approved Project budget expenditures identified in Exhibit "A" of this Agreement. Before paying such expenses, the CITY will review invoice expenditures to determine their consistency with the approved eligible expenditures, the scope of services, pursuant to this Agreement. The CITY reserves the right to refuse reimbursement for expenses, which are PALS-ineligible or which are not within the scope of this Agreement. Reimbursement requests shall include reports and narratives as detailed in "Scope of Services" section of this Agreement.

### G. UNEXPENDED FUNDS

In the event that CITY staff anticipates the total amount of funds allocated for this Agreement will not be expended in the time and manner prescribed in this Agreement, the CITY reserves the right to that portion for other Projects/programs operating under the CITY's PALS Program. An extension of an **June 1, 2007** deadline may be authorized in writing by the CITY Neighborhood Services Director or other designee of the Neighborhood Services Director.

### H. ACCOUNTING METHODS

Expenditures charged to CITY fiscal year **2006-2007** PALS funds will be accounted for in a ledger separate from all other revenue sources. These records shall be maintained by "SUBRECIPIENT."

# I. NON-EXPENDABLE PERSONAL PROPERTY, DEPRECIATION SCHEDULES, AND DISPOSITION OF PROPERTY

- 1) Non-expendable personal property will be defined as any property either tangible or intangible other than real property as defined herein which has a unit acquisition cost of \$1000 or more and a useful life of more than one year.
- 2) Organization purchasing or receiving non-expendable personal property as part of their project will give CITY rights to the non-expendable personal property for three years from the date of purchase. Should the organization be dissolved or should the non-expendable personal property not be used in accordance with the grant agreement, CITY will have the right to reappropriate the non-expendable personal property. Examples of non-expendable personal property are vehicles and computer equipment. If said property is a vehicle, the City shall be named as a lien-holder on the title.

### V. MODIFICATION OR TERMINATION OF AGREEMENT

### A. AMENDMENT OR REVISION REQUIRED BY CITY

"SUBRECIPIENT" and the CITY hereby agree to amend or otherwise revise this Agreement should such modification be required by CITY and/or any applicable federal statutes or regulations.

### B. TERMINATION

If "SUBRECIPIENT" fails to fulfill in a timely and proper manner its obligation under this Agreement or shall violate any of the covenants, agreements or stipulations of this Agreement, the CITY shall thereupon have the right to suspend or terminate this Agreement and specify the effective date thereof. Such notice shall be given no less than ten (10) days before the effective date of such termination and sent to "SUBRECIPIENT" at 3000 Tonopah Avenue, North Las Vegas, NV 89030.

### C. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Each and every provision of law and clause required by law to be inserted in this Agreement will be deemed to be inserted herein, and this Agreement shall be read and enforced as though it were included herein and if through mistake or otherwise any such provisions not inserted, or is not correctly inserted, then upon the application of either party this Agreement shall forthwith be physically amended to make such insertion.

IN WITNESS WHEREOF, this Agreement has been executed by duly authorized representatives of each party the day and year first above written.

# Exhibit "A"

- **K.** Explain the school, student or family need this project will address: Due to the overall low income average of our school demographics, our students and parents get few opportunities to participate in organized team sports. It allows to families to demonstrate support for their child and for the school while also encourage school pride. In addition, the families and students get a chance to interact with other schools in the area.
- L. How will this project increase parent participation in your school? Soccer is a popular sport with our families and students and many of them have the desire to get involved with the coaching aspect. We hope that the parents will then begin to feel more comfortable to enter the classroom and volunteer their time in an academic setting as well. In addition, soccer will provide opportunities for teachers and parents to form a relationship outside the classroom. This may allow the parents to feel more comfortable to enter the classroom.
- M. How will your school sustain this parent involvement after the project has been completed? Families will be personally invited to attend other school functions. We will also use sport activities as academic rewards for the students and their families will be invited to participate or watch the activity. This will assist in create a relationship between families and teachers.

### N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed):

ltem	Quantity	Cost per item	Purpose	Total Cost
School bus	3	\$110	Transportation to games	\$330
T-shirts	50	\$6	Soccer shirts	\$300
# for back of shirt	50	\$2	Screening child's number on soccer shirt	\$100
shinguards	45	\$6	Shinguards to protect shins	\$276
snacks/pizza party	1	\$100	End of the season party	\$100
Balls	4	\$16	Soccer balls for games	\$64
Socks	45	\$6.50	Socks for soccer	\$290
Shorts	45	\$12	Soccer shorts for games	\$540

Total	\$2,000

## O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

Activity	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
Referees	2	2	7	28
Health Instruction	1	.5	24	12
Coaches/practice	6	1	25	150
Games	4	2	7	56
Aide/Volunteer	2	2	7	28
Planning	2	1	7	14

# Exhibit "B"

## **Section 1: Identifying Information**

School:		
Project Name:		
Reporting Period:	Start Date:	End Date:
Person Preparing Report:		
Phone Number:		
goals (described in the d	contract and Gr	ts for this month. Identify which project ant Application) the organization has ern, project successes, and any other

# City of Las Vegas PALS Grant Project Evaluation

Name of School:	
Project Name:	
Start Date:	End Date:
Is this project ongoing?	] No
Person Preparing Report:	
Title:Phone number:	The second secon
r none nomber.	
Number of participating parents:  Number of participating staff:	
<b>Project Evaluation</b> Describe your project and its accomplishm	onto.
pescribe your brolect and its accomplishing	lems.
	and the state of t
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How were parents involved in the planning and implementation of this pr	oject?
How did this project accomplish the goals outlined in your grant applicat	ion?
Vere there any areas of concerns during the planning and implementati	on of
his project?	
☐ Yes ☐ No	
ow did your planning team work together to address these concerns? _	
arent Involvement	
o you feel this project helped to recruit more active parents in your scho	oolŝ
☐ Yes ☐ No	
Why?	
ow will your school sustain and/or increase this level of parent involveme	∍nt?

# City of Las Vegas PALS Volunteer Hour Log

School Name:			
Project Title:			
Date Volunteer's Name	Activities Performed Tir	Ilme in	Time Total Out Hours
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### Parents As Learning Support Agreement Between the City Of Las Vegas and C.P. Squires Elementary School

THIS AGREEMENT, made and entered into this 20 day of October, 2006 by and between the CITY OF LAS VEGAS, a municipal corporation of the State of Nevada, hereinafter referred to as "CITY", and C.P. Squires Elementary School, a Clark County School District elementary school duly organized under the laws of the State of Nevada, hereinafter referred to as "SUBRECIPIENT," whose primary mailing address at the date of execution is 1312 Tonopah Avenue, North Las Vegas, NV 89030.

### WITNESSETH

WHEREAS, the CITY has allocated funds for the Parents As Learning Support program, hereinafter referred to as "PALS"; and

WHEREAS, the CITY is responsible for planning, administering, implementing, and evaluating the PALS program to ensure that it conforms to the PALS Program Guidelines and Las Vegas City Council goals; and

WHEREAS, CITY, as Grantor, wishes to engage "SUBRECIPIENT" to assist the CITY in utilizing such funds by providing services to meet the PALS Program's objectives, as follows:

- To assist school staff and administrators with establishing parents and school staff as partners in defining and addressing student needs
- To assist schools with identifying unengaged parents and developing strategies for involving them in school activities
- To improve student achievement
- To involve parents in a variety of functions/roles in the school
- To create a support system of families, school staff and community leaders who take responsibility for the safety and well-being of all students attending their school

NOW, THEREFORE, it is agreed between the parties hereto that;

### I. SCOPE OF SERVICE

### A. ACTIVITIES

"SUBRECIPIENT" will be responsible for administering FY2006-2007 PALS-funded programs known as <a href="Heading Towards our Goal - Soccer">Heading Towards our Goal - Soccer</a>, <a href="Tiger Time Tutoring">Tiger Time Tutoring</a>, <a href="Learning Cottage">Learning Cottage</a>, <a href="Tiger Tales and Traveling Tigers">Tigers</a> that provide activities eligible under the Parents As Learning Support Program as cited in the Scope of Services I.B.1, hereinafter referred to as "Program." It is expressly agreed and understood that the total amount to be provided by the CITY under this Agreement shall not exceed \$7,500.00 in PALS funds to be allocated in accordance with the Program Budgets as detailed in Exhibit "A," attached. "SUBRECIPIENT" hereby agrees to utilize said PALS funds made available pursuant to this Agreement to supplement rather than supplant funds otherwise available.

### B. PROGRAM DESCRIPTION

1. Scope of Services to be Provided

### Purpose of Services:

Funding will be used to plan and implement school based projects to increase parent involvement in school activities and increase communication between parents and school staff.

### Tasks to be Performed:

- Heading Toward our Goal Soccer Participating in a multi-school soccer league using parents as volunteer coaches and referees
- Tiger Time Tutoring Provide after school homework assistance for students facilitated by volunteer parents and school staff
- Learning Cottage Provide training workshops for parents on a variety of topics
- Tiger Tales Create bulletin board displays, posters and flyers to promote parent involvement in school activities
- Traveling Tigers Host a walking club before school for parents and students

### Level of Service to be Provided:

Projects will increase the number of parent volunteers and provide parents with an active role in their student's education and development.

### Measurable Goals for Grant period:

- Number of parent volunteers
- Number of participating parents

"SUBRECIPIENT" hereby agrees to meet the goals as stated above, to the greatest extent feasible, in order to ensure the success of the Program.

2. The "SUBRECIPIENT" hereby appoints the following representative to attend any meetings of the neighborhood organization in partnership with the City of Las Vegas, Neighborhood Services Department:

**Richard Purdy, School Project Team Leader**, or a designee chosen at the discretion of SUBRECIPIENT.

### C. Program Reporting

"SUBRECIPIENT" will be required to collect for and provide to the CITY Program accomplishments and usage records beginning **October 18, 2006** or the date first written above, until **June 1, 2007**, unless this Agreement is modified at the express consent of the CITY and "SUBRECIPIENT." "SUBRECIPIENT" shall submit, on a monthly basis, and on occasion upon request of the CITY, a Monthly Progress Report, Project Evaluation Reports and Volunteer Hour Logs, the forms for which are attached as Exhibit "B". These reports shall accompany each request for expenditure or reimbursement of funds. Failure to submit said reports in a timely manner may delay purchases or reimbursement to "SUBRECIPIENT" for grant-eligible Program expense. Records and reports shall contain, but not be limited to, the following data:

- Statement of Program goals cited in "SUBRECIPIENT" application and measurable accomplishments toward achieving said goals through reporting date of said report.
- 2) Whenever applicable, written narrative of activities. Written narrative and description of services shall be included in each monthly report.
- 3) Volunteer Hour Logs should be submitted with copies of written materials which document the expenditure of the donated good(s), which are reported. This documentation will include: letters from professionals, identifying the donation they have made and its value, vendor receipts for donated goods or receipts for expenditures paid by funds raised by the "SUBRECIPIENT".
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- 5) The "SUBRECIPIENT" shall provide a final, brief, written report that summarizes the Project's successes and lessons learned.

These reports will be forwarded to the City of Las Vegas Neighborhood Services Department, ATTN: Neighborhood Initiatives Division. CITY will monitor the performance of "SUBRECIPIENT" against goals and performance standards required herein. Substandard performance as determined by CITY will constitute non-compliance with this Agreement.

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### **II. CITY GENERAL CONDITIONS**

### A. COMPLIANCE WITH OTHER APPLICABLE STATUTES AND REGULATIONS

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Program records shall be maintained in accordance with CITY requirements with respect to all matters covered by this Agreement. Such records shall be maintained for a period of four years after the term of this Agreement expires (a five year retention period).

### E. PROGRAM BUDGET

Invoice expenditures eligible for payment by the CITY will be in accordance with the Project budget delineated in Exhibit "A" and subject to any conditions imposed in the Scope of Services, to include monthly reports and narratives when seeking reimbursement from the City for Project costs. "SUBRECIPIENT" shall not make any changes in the Project budget unless permission is obtained in writing from the CITY.

### F. METHOD OF PAYMENT

The CITY shall reimburse valid invoices for approved Project budget expenditures identified in Exhibit "A" of this Agreement. Before paying such expenses, the CITY will review invoice expenditures to determine their consistency with the approved eligible expenditures, the scope of services, pursuant to this Agreement. The CITY reserves the right to refuse reimbursement for expenses, which are PALS-ineligible or which are not within the scope of this Agreement. Reimbursement requests shall include reports and narratives as detailed in "Scope of Services" section of this Agreement.

### G. UNEXPENDED FUNDS

In the event that CITY staff anticipates the total amount of funds allocated for this Agreement will not be expended in the time and manner prescribed in this Agreement, the CITY reserves the right to that portion for other Projects/programs operating under the CITY's PALS Program. An extension of an **June 1, 2007** deadline may be authorized in writing by the CITY Neighborhood Services Director or other designee of the Neighborhood Services Director.

### H. ACCOUNTING METHODS

Expenditures charged to CITY fiscal year **2006-2007** PALS funds will be accounted for in a ledger separate from all other revenue sources. These records shall be maintained by "SUBRECIPIENT."

# I. NON-EXPENDABLE PERSONAL PROPERTY, DEPRECIATION SCHEDULES, AND DISPOSITION OF PROPERTY

- 1) Non-expendable personal property will be defined as any property either tangible or intangible other than real property as defined herein which has a unit acquisition cost of \$1000 or more and a useful life of more than one year.
- 2) Organization purchasing or receiving non-expendable personal property as part of their project will give CITY rights to the non-expendable personal property for three years from the date of purchase. Should the organization be dissolved or should the non-expendable personal property not be used in accordance with the grant agreement, CITY will have the right to reappropriate the non-expendable personal property. Examples of non-expendable personal property are vehicles and computer equipment. If said property is a vehicle, the City shall be named as a lien-holder on the title.

### V. MODIFICATION OR TERMINATION OF AGREEMENT

### A. AMENDMENT OR REVISION REQUIRED BY CITY

"SUBRECIPIENT" and the CITY hereby agree to amend or otherwise revise this Agreement should such modification be required by CITY and/or any applicable federal statutes or regulations.

### B. **TERMINATION**

If "SUBRECIPIENT" fails to fulfill in a timely and proper manner its obligation under this Agreement or shall violate any of the covenants, agreements or stipulations of this Agreement, the CITY shall thereupon have the right to suspend or terminate this Agreement and specify the effective date thereof. Such notice shall be given no less than ten (10) days before the effective date of such termination and sent to "SUBRECIPIENT" at 1312 Tonopah Avenue, North Las Vegas, NV 89030.

### PROVISIONS REQUIRED BY LAW DEEMED INSERTED C.

Each and every provision of law and clause required by law to be inserted in this Agreement will be deemed to be inserted herein, and this Agreement shall be read and enforced as though it were included herein and if through mistake or otherwise any such provisions not inserted, or is not correctly inserted, then upon the application of either party this Agreement shall forthwith be physically amended to make such insertion.

C.P. Squires Elementary School, "SUBRECIPIENT" CITY OF LAS VEGAS 10/20/06 (Richard Purdy SCHOOL PROJECT LEADER Stephen Halsin.

ATTEST: ATTEST:

BARBARA JOJRONEMUS CITYCLERK By: Beverly K. Bridges Chief Deputy City Clerk

APPROVED AS TO FORM: APPROVED AS TO FORM: APPROVED AS TO FORM: APPROVED AS TO FORM:

# Exhibit "A"

- L. How will this project increase parent participation in your school? Parents will be encouraged to volunteer and participate in various roles, such as taking photos, video, production and distribution of fliers, newsletters, bulletin board, and movie maker.
- **M.** How will your school sustain this parent involvement after the project has been completed? Parents will be encouraged to volunteer at various events througout the school year, and actively join PTA.

### N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed):

<u>needed):</u>		Lares of the State		
Litén.	Cularity	Cottper iten	Property Ethnicse in Property	Tatai Cost
Digital Camera and accessories	2	\$450.00	To take photos for school newsletters, bulletin boards to promote community involvement	\$900.00
Video Camera and accessories	1	\$700.00	To take video for presentations of school community events	\$700.00
External Hard Drive	1	\$400.00	Memory to produce movies of community activities on campus.	\$400.00

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 	·	<u></u>			
	 			Total	<b>32.008.00</b>

### O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

ACIMIY :	Number of volumeers:	Number of hours	Number of Times per year.	Fetal : hours for this citativity

- K. Explain the school, student or family need this project will address: The project provides morning supervision to students who arrive early at school. This recreational fitness activity provides suprevison creaing a safe environment before the start to the school day. Participation increases fitness knowledge in both students and family and provides a program that actively works to prevent childhood obesity.
- L. How will this project increase parent participation in your school? Parents will be allowed and encouraged to participate daily in the Traveling Tigers morning fitness program.
- M. How will your school sustain this parent involvement after the project has been completed? Parents involved in the program will become more familiar with the daily operations and goals for the school. They will be encouraged to volunteer at other school sponsored activities.

### N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

neede	d):			
Item s	Quantity	Cost per item	Purpose:	Total Cost
Various Prizes	500	\$5.00	Playground balls, sweatbands, or wristbands, etc. to be used for incentive prizes for achieving milage goals in program	\$1000.00
			·	
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### O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

Adviv	Number of	Number	Number of Times per	Total hours for this
	Medicine and the second	THE CASE	year	activity

- **K.** Explain the school, student or family need this project will address: This project will create school pride and encourage parent involvement with their child. Students will be encouraged to interact with students who attend other neighboring schools in the community.
- **L.** How will this project increase parent participation in your school? Parents will be encouraged to attend practices and games, and serve as volunteers in a variety of functions such as helpers, referees, and assistant coaches.
- **M.** How will your school sustain this parent involvement after the project has been completed? Parents will be encouraged to attend monthly PTA meeting, and volunteer for various events throughout the school year.

### N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed):

neede	a):			
Item	Quantity	Cost per	Page 1	Fotal Cost
Busses	2	\$110.00	Transportation to play other schools	\$220.00
T-shirts	80	\$6.00	Uniforms for students and parent assistants	\$480.00
snacks	TBD	TBD	Pizza Party for final day of program	\$100.00
Shin guards and socks	50	\$4.00	Shin guards and socks for students to use for soccer games	\$200.00

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		 The second secon		
	l	 	Total	\$1000.00

### O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

- LaCitivity	Numbero) Volumbers	*Number :	rityribjer of Plimes Dei Year	Total - Hours for This : T eclivity
			· · · · · · · · · · · · · · · · · · ·	
	-			
P. M				

language barriers parents are often unable to help their children with homework assignments.

- L. How will this project increase parent participation in your school? Parents will be required to pick up their child from the program daily, staff will use this to meet and interact with parents to build a relationship. They will then be invited and encouraged to volunteer in the Tiger Time tutoring program or other events held throughout the year, or join and attend monthly PTA meetings.
- M. How will your school sustain this parent involvement after the project has been completed? Parents involved in the program will become more familiar with the daily operations and goals for the school. They will be encouraged to volunteer at other school sponsored activities.

### N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed):				
liem.	Quentity	Cost per difern	Tart Pyposes:	t: Total : . Cost
t-shirts	250	\$4.00	T-shirts for student participants and parent volunteers in the Tiger Time tutoring program	\$1,000.00
Transportation	2	\$110	Bus to completion party	\$220.00
Pizza	40	\$5.00	Pizza for completion party	\$200.00
Party	116	\$5.00	Admission to Crystal Palace for rollerskating completion party	\$580.00
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				······································
 ······································		1	otal	\$2000.00

### O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

ACIIVITY	Number of valunteers	Number of hours	Number of times per year	Total hours for this I activity

- **K.** Explain the school, student or family need this project will address: Often parents in low-income situations do not have the resources or knowledge to assist their children with academics. This further compounded by language barriers that impede parents' ability to understand and implement healthy practices.
- **L.** How will this project increase parent participation in your school? Parents will be encouraged to participat in these trainings. Incentives and a bilingual instructor will facilitate this. Once parents become comfortable in the school environment, they will more likely participate inour school community.
- M. How will your school sustain this parent involvement after the project has been completed? The project will become part of the School Improvement Plan. It will be sustained through a program that will be developed to address parent involvement.

### N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as needed):

needed).		Costroer		Told
: Item	Quantity	ilem	Particle 1. Rurpose.	Cost
Books	100	\$5.00	To provide parents with information	\$500.00
Refreshments	TBD	TBD	to provide refreshments to parents who attend	\$200.00
Science items	TBD	TBD	Resources needed to conduct trainings to meet science benchmarks and given to parents to use for ongoing child development	\$300.00
Math Items	TBD	TBD	Resources needed to conduct trainings to meet math benchmarks and given to parents to use for ongoing child development.	\$400.00
Literecy Items	TBD	TBD	Resources needed to conduct trainings to meet Literecy benchmarks and given to parents to use for ongoing child development. Such as craft items	\$400.00
Door Prizes	50	\$4.00	Prizes to be given to encourage attendance.	\$200.00

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· · · · · · · · · · · · · · · · · · ·	 <del></del>	Total	\$2,000,00

### O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

Activity:	Number of volunteers	of hours	Number of times per year	Total hours for this activity
Staff planning and preperation	2	1	16	32
·				

# Exhibit "B"

# **Section 1: Identifying Information**

School:		
Project Name:		
Reporting Period:	Start Date:	End Date:
Person Preparing Report:		
Phone Number:		
goals (described in the c	t accomplishme contract and G	nts for this month. Identify which project Grant Application) the organization has seern, project successes, and any other
		Revised 2/2005

# City of Las Vegas PALS Grant Project Evaluation

Name of School:
Project Name:
Start Date: End Date:
Is this project ongoing?
Person Preparing Report:
Title:
Phone number:
Number of participating parents:  Number of participating staff:
Project Evaluation
Describe your project and its accomplishments:

How were parents involved in the planning and implementation of this project?
How did this project accomplish the goals outlined in your grant application?
Were there any areas of concerns during the planning and implementation of
this project?
☐ Yes ☐ No
How did your planning team work together to address these concerns?
Parent Involvement
Do you feel this project helped to recruit more active parents in your school?
☐ Yes ☐ No
Why?
How will your school sustain and/or increase this level of parent involvement?
How will your school sostain ana/or increase this level of pareth inverternern.

# City of Las Vegas PALS Volunteer Hour Log

school Name:			
roject Title:			
	Volume of the second of the se		Time Total
			Out Hours
	· · · · · · · · · · · · · · · · · · ·		

### Parents As Learning Support Agreement Between the City Of Las Vegas and William Ferron Elementary School

THIS AGREEMENT, made and entered into this  $\frac{10 \text{ th}}{10 \text{ th}}$  day of October, 2006 by and between the CITY OF LAS VEGAS, a municipal corporation of the State of Nevada, hereinafter referred to as "CITY", and William Ferron Elementary School, a Clark County School District elementary school duly organized under the laws of the State of Nevada, hereinafter referred to as "SUBRECIPIENT," whose primary mailing address at the date of execution is 4200 Mountain Vista Street, Las Vegas, NV 89121.

### WITNESSETH

WHEREAS, the CITY has allocated funds for the Parents As Learning Support program, hereinafter referred to as "PALS"; and

WHEREAS, the CITY is responsible for planning, administering, implementing, and evaluating the PALS program to ensure that it conforms to the PALS Program Guidelines and Las Vegas City Council goals; and

WHEREAS, CITY, as Grantor, wishes to engage "SUBRECIPIENT" to assist the CITY in utilizing such funds by providing services to meet the PALS Program's objectives, as follows:

- To assist school staff and administrators with establishing parents and school staff as partners in defining and addressing student needs
- To assist schools with identifying unengaged parents and developing strategies for involving them in school activities
- To improve student achievement
- To involve parents in a variety of functions/roles in the school
- To create a support system of families, school staff and community leaders who take responsibility for the safety and well-being of all students attending their school

NOW, THEREFORE, it is agreed between the parties hereto that;

### I. SCOPE OF SERVICE

### A. ACTIVITIES

"SUBRECIPIENT" will be responsible for administering FY2006-2007 PALS-funded programs known as <u>Family Day Fitness</u>, <u>Communication Time</u>, <u>Book and a Movie</u>, <u>and Parents As Academic Leaders</u> that provide activities eligible under the Parents As Learning Support Program as cited in the Scope of Services I.B.1, hereinafter referred to as "Program." It is expressly agreed and understood that the total amount to be provided by the CITY under this Agreement shall not exceed \$6,800.00 in PALS funds to be allocated in accordance with the Program Budgets as detailed in Exhibit "A," attached. "SUBRECIPIENT" hereby agrees to utilize said PALS funds made available pursuant to this Agreement to supplement rather than supplant funds otherwise available.

## B. PROGRAM DESCRIPTION

1. Scope of Services to be Provided

## Purpose of Services:

Funding will be used to plan and implement school based projects to increase parent involvement in school activities and increase communication between parents and school staff.

## Tasks to be Performed:

- Family Day Fitness Host a day of fitness activities and a school picnic to promote fitness and health
- Communication Time Use newsletters, parent resource books and student progress reports to improve communication between parents and school staff
- Book and a Movie Host monthly movie nights and provide parents with activity books to help parents work with their students to analyze the movie at home
- Parents As Academic Leaders Host meeting with school parents and staff to plan school activities

## Level of Service to be Provided:

Projects will increase the number of parent volunteers and provide parents with an active role in their student's education and development.

## Measurable Goals for Grant period:

- Number of parent volunteers
- Number of participating parents

"SUBRECIPIENT" hereby agrees to meet the goals as stated above, to the greatest extent feasible, in order to ensure the success of the Program.

2. The "SUBRECIPIENT" hereby appoints the following representative to attend any meetings of the neighborhood organization in partnership with the City of Las Vegas, Neighborhood Services Department:

Carla Quinonez, School Project Team Leader, or a designee chosen at the discretion of SUBRECIPIENT.

## C. Program Reporting

"SUBRECIPIENT" will be required to collect for and provide to the CITY Program accomplishments and usage records beginning **October 18, 2006** or the date first written above, until **June 1, 2007**, unless this Agreement is modified at the express consent of the CITY and "SUBRECIPIENT." "SUBRECIPIENT" shall submit, on a monthly basis, and on occasion upon request of the CITY, a Monthly Progress Report, Project Evaluation Reports and Volunteer Hour Logs, the forms for which are attached as Exhibit "B". These reports shall accompany each request for expenditure or reimbursement of funds. Failure to submit said reports in a timely manner may delay purchases or reimbursement to "SUBRECIPIENT" for grant-eligible Program expense. Records and reports shall contain, but not be limited to, the following data:

- Statement of Program goals cited in "SUBRECIPIENT" application and measurable accomplishments toward achieving said goals through reporting date of said report.
- 2) Whenever applicable, written narrative of activities. Written narrative and description of services shall be included in each monthly report.
- 3) Volunteer Hour Logs should be submitted with copies of written materials which document the expenditure of the donated good(s), which are reported. This documentation will include: letters from professionals, identifying the donation they have made and its value, vendor receipts for donated goods or receipts for expenditures paid by funds raised by the "SUBRECIPIENT".
- 4) The "SUBRECIPIENT" shall provide a copy of all written reports developed for the Project to the CITY. These may be included with the Project Evaluation Report or under separate cover. Materials which help document the progress of the Project include: project meeting or event flyers, project meeting minutes, draft reports, final reports, photographs, timelines, job descriptions, contractor contracts, and participant interviews, and videos.
- 5) The "SUBRECIPIENT" shall provide a final, brief, written report that summarizes the Project's successes and lessons learned.

These reports will be forwarded to the City of Las Vegas Neighborhood Services Department, ATTN: Neighborhood Initiatives Division. CITY will monitor the performance of "SUBRECIPIENT" against goals and performance standards required herein. Substandard performance as determined by CITY will constitute non-compliance with this Agreement.

If action to correct such substandard performance is not taken by "SUBRECIPIENT" within a reasonable period of time after being notified by CITY, contract suspension or termination procedures will be initiated.

## D. TIME OF PERFORMANCE

This Agreement provides for PALS funding of "SUBRECIPIENT" program rendered in accordance with this Agreement from October 18, 2006, or the date first written above, through June 1, 2007. The CITY shall bear no liability to fund or provide payment for "SUBRECIPIENT" program services in the event that no PALS grant award funds are received during fiscal year 2006-2007. Furthermore, the CITY shall be liable only for payment proportional to the extent that PALS grant award funds are appropriated and allocated by the CITY. "SUBRECIPIENT" program expenses incurred after October 18, 2006, but prior to execution of this Agreement will not be reimbursed.

## **II. CITY GENERAL CONDITIONS**

## A. COMPLIANCE WITH OTHER APPLICABLE STATUTES AND REGULATIONS

"SUBRECIPIENT" shall obtain any and all Federal, State, and Local permits and licenses required to execute the Project or Program as described in the Agreement's Scope of Services. "SUBRECIPIENT" further agrees to abide by all applicable Federal, State, and Local codes, regulations, statutes, ordinances, and laws.

## B. SUBRECIPIENT RETAINS EXCLUSIVE RIGHT OF PERFORMING SERVICES

"SUBRECIPIENT" has requested financial support of the CITY to enable "SUBRECIPIENT" to provide the services contemplated in Section I. The CITY shall have no relationship whatsoever with the services contemplated herein except the provision of financial support and the receipt of reports as provided herein. In any and all events, the services contemplated herein shall be rendered at the time, in the manner and under circumstances determined solely and exclusively by "SUBRECIPIENT," subject only to review by the City of Las Vegas, Neighborhood Services Director or other designee of the Neighborhood Services Director to assure continuing eligibility for PALS funding.

## C. INDEMNIFICATION

"SUBRECIPIENT" agrees to protect, defend, indemnify and save harmless the CITY from and against any and all liability, damages, claims, suits, liens, and judgments of whatever nature, including but not limited to, claims for contribution and/or indemnification for injuries to or death of any person or persons, caused by, in connection with, or arising out of any activities undertaken pursuant to this Agreement. "SUBRECIPIENT's" obligation to protect, defend, indemnify, and save harmless as set forth in this paragraph, shall include any and all attorneys' fees incurred by the CITY in the defense and/or handling of said suits, demands, judgments, liens, claims and the like and all attorneys' fees and investigation expenses incurred by the CITY in enforcing and/or obtaining compliance with the provisions of this paragraph.

## D. LIMIT ON ASSIGNMENT OF INTEREST

"SUBRECIPIENT" may not assign any part of its rights in this Agreement without consent of CITY. Any such assignment of rights without consent of CITY shall result in the forfeiture of all compensation, or any part thereof, as determined by CITY.

## E. ON-SITE MONITORING

Projects and programs funded under this Agreement will be subject to on-site monitoring by duly authorized CITY representatives. Said representatives will be announced, at a minimum, 24 hours in advance of such visits. The representatives may request, and be granted access to records. Representatives may, on occasion, interview Program volunteers and participants who volunteer to be interviewed.

## F. ACCESS TO RECORDS

At any time during normal business hours, "SUBRECIPIENT'S" records, with respect to matters covered by this Agreement shall be made available for audit, examination, and review by CITY representatives.

## G. INSURANCE

If "SUBRECIPIENT" uses a vehicle in providing its services, it shall carry or provide a Comprehensive Automobile Liability Insurance covering bodily injury and property damage, with a minimum comprehensive single limit liability of \$1,000,000.00.

The CITY shall be named as an additional insured in all policies of insurance obtained pursuant to this Agreement. The CITY shall be furnished evidence that the foregoing insurance coverage(s) are in effect, and the CITY shall be notified at least thirty (30) days prior to the cancellation or material change of any such coverage.

## **III. OTHER GENERAL CONDITIONS**

## A. RELIGIOUS ACTIVITIES

As a general rule, in accordance with First Amendment Church/State Principles, PALS assistance may not be used for religious activities or provided to primarily religious entities for any activities, including secular activities.

## B. POLITICAL ACTIVITIES

"SUBRECIPIENT" will comply with this section, which prohibits the use of PALS funds to finance the use of facilities or equipment for political purposes or to engage in other partisan political activities, such as candidate forums, voter transportation, or voter registration.

## C. PROGRAM INCOME

"SUBRECIPIENT" agrees that program income, includes, but is not limited to, the following:

- 1. Proceeds from the disposition by sale or long-term lease of real property purchased or improved with PALS funds;
- 2. Proceeds from the disposition of equipment purchased with PALS funds;
- 3. Gross income from the use or rental of real or personal property acquired by "SUBRECIPIENT" with PALS funds, less costs incidental to generation of the income;
- 4. Gross income from the use or rental of real property, owned by "SUBRECIPIENT," that was constructed or improved with PALS funds, less costs incidental to generation of the income; and
- 5. Interest earned on program income pending its disposition.

## D. DISPOSITION OF PROGRAM INCOME

Income from the Project may be retained by "SUBRECIPIENT" provided that written notification is given to the Neighborhood Services Director and that the income is to be used for the exclusive benefit of the Program.

## E. EXPIRATION OR REVOCATION OF AGREEMENT

Upon the expiration or revocation of this Agreement, "SUBRECIPIENT" shall transfer to CITY any PALS funds on hand at the time of expiration or revocation and any accounts receivable attributable to the use of PALS funds.

## IV. FINANCIAL MANAGEMENT

## A. REIMBURSEMENT

The CITY shall reimburse the "SUBRECIPIENT" only for expenses paid or incurred as outlined in Exhibit A, provided the expenditures are made after the Project's start date and before the completion date as indicated in Section I.D. Subject to the approval of the CITY, the CITY may make direct payment to vendors, using a procurement credit car "P-Card" for purchases less than \$1,000 or a Direct Payment Request "DPR" for purchases greater than \$1,000, in the event "SUBRECIPIENT" does not have sufficient funds to utilize reimbursement process.

## B. DOCUMENTATION OF COSTS

Project Progress Report shall be submitted by the "SUBRECIPIENT" with Supporting Documentation form to the CITY. All costs submitted to CITY for reimbursement or vendor payment shall be recorded by budget line-items and be supported by properly executed time records, invoices, contracts, or vouchers, or other official documentation evidencing in proper detail the nature and propriety of the charge. All checks, invoices, contracts, and vouchers, orders or other accounting documents pertaining in whole or in part to the Agreements, shall be thoroughly identified and readily accessible.

## C. FINANCIAL RECORDKEEPING

Financial records pertaining to all invoices, materials, payrolls, personnel records, and other data concerning matters related to or arguably related to this Agreement may be requested from "SUBRECIPIENT" by duly authorized CITY representatives.

## D. RECORDS

Program records shall be maintained in accordance with CITY requirements with respect to all matters covered by this Agreement. Such records shall be maintained for a period of four years after the term of this Agreement expires (a five year retention period).

## E. PROGRAM BUDGET

Invoice expenditures eligible for payment by the CITY will be in accordance with the Project budget delineated in Exhibit "A" and subject to any conditions imposed in the Scope of Services, to include monthly reports and narratives when seeking reimbursement from the City for Project costs. "SUBRECIPIENT" shall not make any changes in the Project budget unless permission is obtained in writing from the CITY.

## F. METHOD OF PAYMENT

The CITY shall reimburse valid invoices for approved Project budget expenditures identified in Exhibit "A" of this Agreement. Before paying such expenses, the CITY will review invoice expenditures to determine their consistency with the approved eligible expenditures, the scope of services, pursuant to this Agreement. The CITY reserves the right to refuse reimbursement for expenses, which are PALS-ineligible or which are not within the scope of this Agreement. Reimbursement requests shall include reports and narratives as detailed in "Scope of Services" section of this Agreement.

## G. UNEXPENDED FUNDS

In the event that CITY staff anticipates the total amount of funds allocated for this Agreement will not be expended in the time and manner prescribed in this Agreement, the CITY reserves the right to that portion for other Projects/programs operating under the CITY's PALS Program. An extension of an **June 1, 2007** deadline may be authorized in writing by the CITY Neighborhood Services Director or other designee of the Neighborhood Services Director.

## H. ACCOUNTING METHODS

Expenditures charged to CITY fiscal year **2006-2007** PALS funds will be accounted for in a ledger separate from all other revenue sources. These records shall be maintained by "SUBRECIPIENT."

# I. NON-EXPENDABLE PERSONAL PROPERTY, DEPRECIATION SCHEDULES, AND DISPOSITION OF PROPERTY

- Non-expendable personal property will be defined as any property either tangible or intangible other than real property as defined herein which has a unit acquisition cost of \$1000 or more and a useful life of more than one year.
- 2) Organization purchasing or receiving non-expendable personal property as part of their project will give CITY rights to the non-expendable personal property for three years from the date of purchase. Should the organization be dissolved or should the non-expendable personal property not be used in accordance with the grant agreement, CITY will have the right to reappropriate the non-expendable personal property. Examples of non-expendable personal property are vehicles and computer equipment. If said property is a vehicle, the City shall be named as a lien-holder on the title.

## V. MODIFICATION OR TERMINATION OF AGREEMENT

## A. AMENDMENT OR REVISION REQUIRED BY CITY

"SUBRECIPIENT" and the CITY hereby agree to amend or otherwise revise this Agreement should such modification be required by CITY and/or any applicable federal statutes or regulations.

## B. TERMINATION

If "SUBRECIPIENT" fails to fulfill in a timely and proper manner its obligation under this Agreement or shall violate any of the covenants, agreements or stipulations of this Agreement, the CITY shall thereupon have the right to suspend or terminate this Agreement and specify the effective date thereof. Such notice shall be given no less than ten (10) days before the effective date of such termination and sent to "SUBRECIPIENT" at <u>4200</u> **Mountain Vista Street, Las Vegas, NV 89121.** 

## C. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Each and every provision of law and clause required by law to be inserted in this Agreement will be deemed to be inserted herein, and this Agreement shall be read and enforced as though it were included herein and if through mistake or otherwise any such provisions not inserted, or is not correctly inserted, then upon the application of either party this Agreement shall forthwith be physically amended to make such insertion.

IN WITNESS WHEREOF, this Agreement has been executed by duly authorized representatives of each party the day and year first above written.

CITY OF LAS VEGAS	William Ferron Elementary School, "SUBRECIPIENT"
Stephen Harsin, Director	Carla Quinonez, SCHOOL PROJECT LEADER
ATTEST:	ATTEST:
BARBARA JO HONEMUS, CITY CLERK By: Beverly K. Bridges Chief Deputy City Clerk	
COUNCIL ACTION: October 18,20	ode
APPROVED AS TO FORM: Q. Hanticello	10/18/04

# Exhibit "A"

- K. Explain the school, student or family need this project will address: Families need to feel that the school is communicating with them constantly. This will be done by creating a monthly newsletter, bi-weekly progress reports, and a parent resource books designed to increase student achievement and create a partnership with families.
- L. How will this project increase parent participation in your school? Families will become aware of all the resources that are available to assist them with their child's academic success.
- M. How will your school sustain this parent involvement after the project has been completed? The PTA will assist with part of the funding to support monthy newsletters, progress reports, and creating parent resource books.

## N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed):

	neededj.					
ltem	Quantity	Cost per item	Purpose	Total Cost		
OfficeMax White Copy Paper	20 boxes	25.99	newsletters, progress reports, and parent resource books			
Pendaflex Colored File Folders	8 packs	11.99	to make parent resource books	95.92		
Max USA Flat Clinch Heavy- Duty Electronic Stapler	2	299.99	staple parent resource books	599.98		
Max USA Flat Clinch Heavy- Duty Electronic Stapler Cartridge	10	15.99	Staples need for the stapplers	159.99		
Avery Clear Jam- Free Laser Shipping	4	42.99	mail out invites and labels for parent resource book	171.96		

Labels				
Wausau Papers Astrobrights Brightly Color Paper and Cover Stock	40	9.59	newsletters, parent resource books, and progress reports	383.60
·				
·				
				<del></del>
	***			
			Total	1931.44

## O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

the need to eat healthy and exercise. Parents will have the opportunity to participate in a variety of activities to implement in their daily lives to stay fit.

- L. How will this project increase parent participation in your school? This project will increase parent participation by encouraging families to come to other school related activities through out the school year.
- M. How will your school sustain this parent involvement after the project has been completed? One alternative could be to organize two trips through out the year and have families car pool, split the cost between families, and have a healthy pot luck.

## N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed):

needed).				
ltem	Quantity	Cost per item	Purpose	Total Cost
Bell Transportation Bus Service	2	56.00 per hour	Family Fitness Hike	448.00
Jason's Deli Boxed Lunch	60	6.29	Family Picnic Lunch	377.00
Park Entrance Valley Of Fire	2	100.00	Family Fitness Hike	200.00
Bell Transportation Bus Service	2	56.00 per hour	Family Fitness Hike	448.00
Jason's Deli Boxed Lunch	60	6.29	Family Picnic Lunch	377.00
Park Entrace to Red Rock	2	50.00	Family Fitness Hike	100.00
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Total 1,950			Total	1,950

## O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

Activity	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
Valley of Fire Family Hike organization, preparation, etc.	15	35	1	35
Red Rock Hike organization, preparation, etc.	15	35	1	35

M. How will your school sustain this parent involvement after the project has been completed? The P.T.A and a team of teachers will write letters to different publishers and Walmart to have the materials donated. Also, the team will write a letter to the local casino and ask for support.

## N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed):

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Item	Quantity	Cost per item	Purpose	Total Cost		
The Polar Express movie	2	19.99	Family Book andMovie Night	39.98		
The Polar Express Book	60	12.99	Family Book and a Movie Night	779.40		
Chicken Little	2	19.99	Family Book and a Movie Night	39.98		
Chicken Little Book	60	6.99	Family Book and a Movie Night	419.40		
Popcorn	120 bags	19.99	refreshments	119.94		
Drinks	80 cases of drinks	5.99	refreshments	479.20		
Cups	5	7.99	refreshments	39.95		
Napkins	5	12.99	refreshments	64.95		
	, , , , , , , , , , , , , , , , , , , ,					

	Total	1982.80

## O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

Activity	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
purchasing, organizing, setting up materials	6	15	2	30
Clean up crew	6	15	2	30
			,	

that they might want to volunteer in an academic setting. Parents will feel empowered to work with their children and even have a converstation with the parent.

M. How will your school sustain this parent involvement after the project has been completed? These meetings are currently happening but we would like to entise more parents to come and become a part of our learning community. The parents that are currently involved will become our leaders and parent trainers for next year.

## N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed):

İtem	Quantity	Cost per item	Purpose	Total Cost
Jason's Deli Boxed Breakfast	40	6.25	Welcome Breakfast	250.00
Lakeshore Take-Home Backpacks	2	295.00	Reading Backpacks available in Spanish and English for parents use on a check out basis	590.00
Refreshments	8	30.00	Light Refreshments for each meeting	
Raffle prizes	24	5.00	encourage parents participate in parent connection meetings	120.00
Olive Garden Lunch-in	40	7.95	Thank all parents for participating in workshops	318.00
puzzles	1	199.50	Day care while parents are in Parent Connection Meeting	199.50
Stamps and Ink Pads	1	72.95	Day care while parents are in Parent Connection Meeting	72.95
crayons	2 packs	64.50	Day care while parents are in Parent Connection Meeting	129.00

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		,	
<u> </u>	 	Total	1919.45

## O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

Activity	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
Parent Connection Meetings	5	3	5	75
·				

# Exhibit "B"

## **Section 1: Identifying Information**

School:		
Project Name:		
Reporting Period:	Start Date:	End Date:
Person Preparing Report:		
Phone Number:		
Section 2: Report N	arrative	
goals (described in the	contract and Grant	or this month. Identify which project Application) the organization hat project successes, and any other
pertinent information.		
pertinent imormation.		
pertinent imormation.		

# City of Las Vegas PALS Grant Project Evaluation

Name of School:	
Project Name:	
Start Date: Er	nd Date:
Is this project ongoing?	- and residency in working to
Person Preparing Report:	
Title:	
Phone number:	
Number of participating parents:  Number of participating staff:	
Project Evaluation  Describe your project and its accomplishments	

How	did this project accomplish the goals outlined in your grant application?
Were	there any areas of concerns during the planning and implementation of
	oject?
	☐ Yes ☐ No
How c	lid your planning team work together to address these concerns?
Pare	nt Involvement
Оо уо	u feel this project helped to recruit more active parents in your school?
	☐ Yes ☐ No
	Why?
low w	ill your school sustain and/or increase this level of parent involvement? _

# City of Las Vegas PALS Volunteer Hour Log

School Name:		
Project Title:		
Date	Volunteer's Name	Activities Performed Time In Out Hours
	(本語)	

## **Section 1: Identifying Information**

School:		
Project Name:		
Reporting Period:	Start Date:	End Date:
Person Preparing Report:		
Phone Number:		
goals (described in the	ect accomplishments contract and Gran	for this month. Identify which project t Application) the organization has n, project successes, and any other

Revised 2/2005

# City of Las Vegas PALS Grant Project Evaluation

Name of School:
Project Name:
Start Date: End Date:
Is this project ongoing?
Person Preparing Report:
Title:
Phone number:
Number of participating parents:  Number of participating staff:
Project Evaluation
Describe your project and its accomplishments:

How did this	project accomplish the goals outlined in your grant application?
<b></b>	
	any areas of concerns during the planning and implementation of
this project?	
LJ Yes	□No
How did you	r planning team work together to address these concerns?
Parent Inv	rolvement .
Do you feel t	his project helped to recruit more active parents in your school?
Yes	
Why? _	CAMPARA TO THE CONTRACT OF THE
سيميد الأنتييما	each a claustain and for increase this level of parent involvement?
10W WIII YOUR	school sustain and/or increase this level of parent involvement? _

# City of Las Vegas PALS Volunteer Hour Log

Project little:	
Date Volunteer's Name Activilies Performed Time In	me in Time Total

## Section 1: Identifying Information

School:		
Project Name:		
Reporting Period:	Start Date:	End Date:
Person Preparing Report		
Phone Number:		
goals (described in the	ect accomplishments to contract and Grant	for this month. Identify which project t Application) the organization has n, project successes, and any other

Revised 2/2005

# City of Las Vegas PALS Grant Project Evaluation

Name of School:
Project Name:
Start Date: End Date:
Is this project ongoing?
Person Preparing Report:  Title:
Phone number:
Number of participating parents:  Number of participating staff:
Project Evaluation
Describe your project and its accomplishments:

How were parents involved in the planning and implem	entation of this project?
How did this project accomplish the goals outlined in yo	our grant application?
	Yal
Were there any areas of concerns during the planning o	and implementation of
his project?	
☐ Yes ☐ No	
low did your planning team work together to address t	nese concerns?
arent Involvement	
o you feel this project helped to recruit more active po	rents in your school?
☐ Yes ☐ No	•
Why?	
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ow will your school sustain and/or increase this level of	oarent involvement?

# City of Las Vegas PALS Volunteer Hour Log

School Name:	Acilylifes Performed	Time Told! Out Hours

## Parents As Learning Support Agreement Between the City Of Las Vegas and Doris French Elementary School

THIS AGREEMENT, made and entered into this day of November, 2006 by and between the CITY OF LAS VEGAS, a municipal corporation of the State of Nevada, hereinafter referred to as "CITY", and **Doris French Elementary School**, a Clark County School District elementary school duly organized under the laws of the State of Nevada, hereinafter referred to as "SUBRECIPIENT," whose primary mailing address at the date of execution is **3235 E. Hacienda Avenue, Las Vegas, NV 89120.** 

## WITNESSETH

WHEREAS, the CITY has allocated funds for the Parents As Learning Support program, hereinafter referred to as "PALS"; and

WHEREAS, the CITY is responsible for planning, administering, implementing, and evaluating the PALS program to ensure that it conforms to the PALS Program Guidelines and Las Vegas City Council goals; and

WHEREAS, CITY, as Grantor, wishes to engage "SUBRECIPIENT" to assist the CITY in utilizing such funds by providing services to meet the PALS Program's objectives, as follows:

- To assist school staff and administrators with establishing parents and school staff as partners in defining and addressing student needs
- To assist schools with identifying unengaged parents and developing strategies for involving them in school activities
- To improve student achievement
- To involve parents in a variety of functions/roles in the school
- To create a support system of families, school staff and community leaders who take responsibility for the safety and well-being of all students attending their school

NOW, THEREFORE, it is agreed between the parties hereto that;

## I. SCOPE OF SERVICE

## A. ACTIVITIES

"SUBRECIPIENT" will be responsible for administering FY2006-2007 PALS-funded program known as <u>After School Space Club</u> that provides activities eligible under the Parents As Learning Support Program as cited in the Scope of Services I.B.1, hereinafter referred to as "Program." It is expressly agreed and understood that the total amount to be provided by the CITY under this Agreement shall not exceed \$2,000.00 in PALS funds to be allocated in accordance with the Program Budgets as detailed in Exhibit "A," attached. "SUBRECIPIENT" hereby agrees to utilize said PALS funds made available pursuant to this Agreement to supplement rather than supplant funds otherwise available.

## B. PROGRAM DESCRIPTION

1. Scope of Services to be Provided

## Purpose of Services:

Funding will be used to plan and implement school based projects to increase parent involvement in school activities and increase communication between parents and school staff.

## Tasks to be Performed:

 After School Space Club – Host an after school space club facilitated by volunteer parents and staff to encourage students to explore science

## Level of Service to be Provided:

Projects will increase the number of parent volunteers and provide parents with an active role in their student's education and development.

## Measurable Goals for Grant period:

- Number of parent volunteers
- Number of participating parents

"SUBRECIPIENT" hereby agrees to meet the goals as stated above, to the greatest extent feasible, in order to ensure the success of the Program.

2. The "SUBRECIPIENT" hereby appoints the following representative to attend any meetings of the neighborhood organization in partnership with the City of Las Vegas, Neighborhood Services Department:

**Linnea Westwood, School Project Team Leader**, or a designee chosen at the discretion of SUBRECIPIENT.

## C. Program Reporting

"SUBRECIPIENT" will be required to collect for and provide to the CITY Program accomplishments and usage records beginning October 18, 2006 or the date first written above, until June 1, 2007, unless this Agreement is modified at the express consent of the CITY and "SUBRECIPIENT." "SUBRECIPIENT" shall submit, on a monthly basis, and on occasion upon request of the CITY, a Monthly Progress Report, Project Evaluation Reports and Volunteer Hour Logs, the forms for which are attached as Exhibit "B". These reports shall accompany each request for expenditure or reimbursement of funds. Failure to submit said reports in a timely manner may delay purchases or reimbursement to "SUBRECIPIENT" for grant-eligible Program expense. Records and reports shall contain, but not be limited to, the following data:

- 1) Statement of Program goals cited in "SUBRECIPIENT" application and measurable accomplishments toward achieving said goals through reporting date of said report.
- 2) Whenever applicable, written narrative of activities. Written narrative and description of services shall be included in each monthly report.

- 3) Volunteer Hour Logs should be submitted with copies of written materials which document the expenditure of the donated good(s), which are reported. This documentation will include: letters from professionals, identifying the donation they have made and its value, vendor receipts for donated goods or receipts for expenditures paid by funds raised by the "SUBRECIPIENT".
- 4) The "SUBRECIPIENT" shall provide a copy of all written reports developed for the Project to the CITY. These may be included with the Project Evaluation Report or under separate cover. Materials which help document the progress of the Project include: project meeting or event flyers, project meeting minutes, draft reports, final reports, photographs, timelines, job descriptions, contractor contracts, and participant interviews, and videos.
- 5) The "SUBRECIPIENT" shall provide a final, brief, written report that summarizes the Project's successes and lessons learned.

These reports will be forwarded to the City of Las Vegas Neighborhood Services Department, ATTN: Neighborhood Initiatives Division. CITY will monitor the performance of "SUBRECIPIENT" against goals and performance standards required herein. Substandard performance as determined by CITY will constitute non-compliance with this Agreement.

If action to correct such substandard performance is not taken by "SUBRECIPIENT" within a reasonable period of time after being notified by CITY, contract suspension or termination procedures will be initiated.

## D. TIME OF PERFORMANCE

This Agreement provides for PALS funding of "SUBRECIPIENT" program rendered in accordance with this Agreement from **October 18, 2006**, or the date first written above, through **June 1, 2007**. The CITY shall bear no liability to fund or provide payment for "SUBRECIPIENT" program services in the event that no PALS grant award funds are received during fiscal year **2006-2007**. Furthermore, the CITY shall be liable only for payment proportional to the extent that PALS grant award funds are appropriated and allocated by the CITY. "SUBRECIPIENT" program expenses incurred after **October 18, 2006**, but prior to execution of this Agreement will not be reimbursed.

## **II. CITY GENERAL CONDITIONS**

## A. COMPLIANCE WITH OTHER APPLICABLE STATUTES AND REGULATIONS

"SUBRECIPIENT" shall obtain any and all Federal, State, and Local permits and licenses required to execute the Project or Program as described in the Agreement's Scope of Services. "SUBRECIPIENT" further agrees to abide by all applicable Federal, State, and Local codes, regulations, statutes, ordinances, and laws.

## B. SUBRECIPIENT RETAINS EXCLUSIVE RIGHT OF PERFORMING SERVICES

"SUBRECIPIENT" has requested financial support of the CITY to enable "SUBRECIPIENT" to provide the services contemplated in Section I. The CITY shall have no relationship whatsoever with the services contemplated herein except the provision of financial support and the receipt of reports as provided herein. In any and all events, the services contemplated herein shall be rendered at the time, in the manner and under circumstances determined solely and exclusively by "SUBRECIPIENT," subject only to review by the City of Las Vegas, Neighborhood Services Director or other designee of the Neighborhood Services Director to assure continuing eligibility for PALS funding.

## C. INDEMNIFICATION

"SUBRECIPIENT" agrees to protect, defend, indemnify and save harmless the CITY from and against any and all liability, damages, claims, suits, liens, and judgments of whatever nature, including but not limited to, claims for contribution and/or indemnification for injuries to or death of any person or persons, caused by, in connection with, or arising out of any activities undertaken pursuant to this Agreement. "SUBRECIPIENT's" obligation to protect, defend, indemnify, and save harmless as set forth in this paragraph, shall include any and all attorneys' fees incurred by the CITY in the defense and/or handling of said suits, demands, judgments, liens, claims and the like and all attorneys' fees and investigation expenses incurred by the CITY in enforcing and/or obtaining compliance with the provisions of this paragraph.

## D. LIMIT ON ASSIGNMENT OF INTEREST

"SUBRECIPIENT" may not assign any part of its rights in this Agreement without consent of CITY. Any such assignment of rights without consent of CITY shall result in the forfeiture of all compensation, or any part thereof, as determined by CITY.

## E. ON-SITE MONITORING

Projects and programs funded under this Agreement will be subject to on-site monitoring by duly authorized CITY representatives. Said representatives will be announced, at a minimum, 24 hours in advance of such visits. The representatives may request, and be granted access to records. Representatives may, on occasion, interview Program volunteers and participants who volunteer to be interviewed.

## F. ACCESS TO RECORDS

At any time during normal business hours, "SUBRECIPIENT'S" records, with respect to matters covered by this Agreement shall be made available for audit, examination, and review by CITY representatives.

## G. INSURANCE

If "SUBRECIPIENT" uses a vehicle in providing its services, it shall carry or provide a Comprehensive Automobile Liability Insurance covering bodily injury and property damage, with a minimum comprehensive single limit liability of \$1,000,000.00.

The CITY shall be named as an additional insured in all policies of insurance obtained pursuant to this Agreement. The CITY shall be furnished evidence that the foregoing insurance coverage(s) are in effect, and the CITY shall be notified at least thirty (30) days prior to the cancellation or material change of any such coverage.

## **III. OTHER GENERAL CONDITIONS**

## A. RELIGIOUS ACTIVITIES

As a general rule, in accordance with First Amendment Church/State Principles, PALS assistance may not be used for religious activities or provided to primarily religious entities for any activities, including secular activities.

## B. POLITICAL ACTIVITIES

"SUBRECIPIENT" will comply with this section, which prohibits the use of PALS funds to finance the use of facilities or equipment for political purposes or to engage in other partisan political activities, such as candidate forums, voter transportation, or voter registration.

## C. PROGRAM INCOME

"SUBRECIPIENT" agrees that program income, includes, but is not limited to, the following:

- 1. Proceeds from the disposition by sale or long-term lease of real property purchased or improved with PALS funds;
- 2. Proceeds from the disposition of equipment purchased with PALS funds;
- Gross income from the use or rental of real or personal property acquired by "SUBRECIPIENT" with PALS funds, less costs incidental to generation of the income;
- 4. Gross income from the use or rental of real property, owned by "SUBRECIPIENT," that was constructed or improved with PALS funds, less costs incidental to generation of the income; and
- 5. Interest earned on program income pending its disposition.

## D. DISPOSITION OF PROGRAM INCOME

Income from the Project may be retained by "SUBRECIPIENT" provided that written notification is given to the Neighborhood Services Director and that the income is to be used for the exclusive benefit of the Program.

## E. EXPIRATION OR REVOCATION OF AGREEMENT

Upon the expiration or revocation of this Agreement, "SUBRECIPIENT" shall transfer to CITY any PALS funds on hand at the time of expiration or revocation and any accounts receivable attributable to the use of PALS funds.

## IV. FINANCIAL MANAGEMENT

### A. REIMBURSEMENT

The CITY shall reimburse the "SUBRECIPIENT" only for expenses paid or incurred as outlined in Exhibit A, provided the expenditures are made after the Project's start date and before the completion date as indicated in Section I.D. Subject to the approval of the CITY, the CITY may make direct payment to vendors, using a procurement credit car "P-Card" for purchases less than \$1,000 or a Direct Payment Request "DPR" for purchases greater than \$1,000, in the event "SUBRECIPIENT" does not have sufficient funds to utilize reimbursement process.

## B. DOCUMENTATION OF COSTS

Project Progress Report shall be submitted by the "SUBRECIPIENT" with Supporting Documentation form to the CITY. All costs submitted to CITY for reimbursement or vendor payment shall be recorded by budget line-items and be supported by properly executed time records, invoices, contracts, or vouchers, or other official documentation evidencing in proper detail the nature and propriety of the charge. All checks, invoices, contracts, and vouchers, orders or other accounting documents pertaining in whole or in part to the Agreements, shall be thoroughly identified and readily accessible.

## C. FINANCIAL RECORDKEEPING

Financial records pertaining to all invoices, materials, payrolls, personnel records, and other data concerning matters related to or arguably related to this Agreement may be requested from "SUBRECIPIENT" by duly authorized CITY representatives.

### D. RECORDS

Program records shall be maintained in accordance with CITY requirements with respect to all matters covered by this Agreement. Such records shall be maintained for a period of four years after the term of this Agreement expires (a five year retention period).

## E. PROGRAM BUDGET

Invoice expenditures eligible for payment by the CITY will be in accordance with the Project budget delineated in Exhibit "A" and subject to any conditions imposed in the Scope of Services, to include monthly reports and narratives when seeking reimbursement from the City for Project costs. "SUBRECIPIENT" shall not make any changes in the Project budget unless permission is obtained in writing from the CITY.

## F. METHOD OF PAYMENT

The CITY shall reimburse valid invoices for approved Project budget expenditures identified in Exhibit "A" of this Agreement. Before paying such expenses, the CITY will review invoice expenditures to determine their consistency with the approved eligible expenditures, the scope of services, pursuant to this Agreement. The CITY reserves the right to refuse reimbursement for expenses, which are PALS-ineligible or which are not within the scope of this Agreement. Reimbursement requests shall include reports and narratives as detailed in "Scope of Services" section of this Agreement.

## G. UNEXPENDED FUNDS

In the event that CITY staff anticipates the total amount of funds allocated for this Agreement will not be expended in the time and manner prescribed in this Agreement, the CITY reserves the right to that portion for other Projects/programs operating under the CITY's PALS Program. An extension of an **June 1, 2007** deadline may be authorized in writing by the CITY Neighborhood Services Director or other designee of the Neighborhood Services Director.

## H. ACCOUNTING METHODS

Expenditures charged to CITY fiscal year **2006-2007** PALS funds will be accounted for in a ledger separate from all other revenue sources. These records shall be maintained by "SUBRECIPIENT."

# I. NON-EXPENDABLE PERSONAL PROPERTY, DEPRECIATION SCHEDULES, AND DISPOSITION OF PROPERTY

- 1) Non-expendable personal property will be defined as any property either tangible or intangible other than real property as defined herein which has a unit acquisition cost of \$1000 or more and a useful life of more than one year.
- 2) Organization purchasing or receiving non-expendable personal property as part of their project will give CITY rights to the non-expendable personal property for three years from the date of purchase. Should the organization be dissolved or should the non-expendable personal property not be used in accordance with the grant agreement, CITY will have the right to reappropriate the non-expendable personal property. Examples of non-expendable personal property are vehicles and computer equipment. If said property is a vehicle, the City shall be named as a lien-holder on the title.

## V. MODIFICATION OR TERMINATION OF AGREEMENT

## A. AMENDMENT OR REVISION REQUIRED BY CITY

"SUBRECIPIENT" and the CITY hereby agree to amend or otherwise revise this Agreement should such modification be required by CITY and/or any applicable federal statutes or regulations.

## B. TERMINATION

If "SUBRECIPIENT" fails to fulfill in a timely and proper manner its obligation under this Agreement or shall violate any of the covenants, agreements or stipulations of this Agreement, the CITY shall thereupon have the right to suspend or terminate this Agreement and specify the effective date thereof. Such notice shall be given no less than ten (10) days before the effective date of such termination and sent to "SUBRECIPIENT" at 3235 E. Hacienda Avenue, Las Vegas, NV 89120.

### C. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Each and every provision of law and clause required by law to be inserted in this Agreement will be deemed to be inserted herein, and this Agreement shall be read and enforced as though it were included herein and if through mistake or otherwise any such provisions not inserted, or is not correctly inserted, then upon the application of either party this Agreement shall forthwith be physically amended to make such insertion.

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**Doris French Elementary School, "SUBRECIPIENT"** 

Stephen F

Linnea Westwood, SCHOOL PROJECT LEADER

ATTEST:

ATTEST:

BARBARA JO ROMEMUS By: Beverly K. Bridges

Chief Deputy City Clerk

COUNCIL ACTION:

APPROVED AS TO FORM: Denticello 10/18/06

# Exhibit "A"

- **K.** Explain the school, student or family need this project will address: The afterschool Space Club will attempt to include parents in the educational process. Parents will be afforded the opportunity to learn with their child at no outside expense.
- **L.** How will this project increase parent participation in your school? Parents will be working closely with Mr. Smith as well as the children to form a home-school connection. Doris French ES feels that offering this type of program will provide an additional opportunity for parents to become involved.
- M. How will your school sustain this parent involvement after the project has been completed? Doris French staff will keep the parents involved through other after school activities, such as Telescope night. Parents will be invited to come to school in the evening to view planets and constellations with their child.

### N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as needed):

ltem	Quantity	Cost per item	Purpose	Total Cost
T-shirt	60	\$6.00	Space Club t-shirt so that students can wear during their weekly meetings and field trip. It gives them a cohesive feeling of belonging to a group	\$360.00
Badge	60	\$4.00	Students are awarded a badge for the completion of the Space Club program	\$240.00
Snacks	60		Students are provided with after school snacks for nutritional purposes	\$40.00
Color Print Cartridge	1	\$30.00	This would print out color pictures to help promote the Space Club	\$30.00
Rocket	60	\$6.00	Materials to build the rockets	\$360.00
Engine	60	\$1.50	Engine for the rocket launch	\$90.00
Misc. Rocket supplies	60	\$1.50	Extra supplies necessary to build the launcher	\$90.00
Launch Pad/Launcher	1	\$50.00	Only one pad is necessary to launch each rocket	\$50.00

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Model Magic Clay Tub	1	\$20.00	Materials for rocket	\$20.00
Ream of Gray Tag Paper	1	\$10.00	Rocket materials	\$10.00
Black Electric Tape	1	\$10.00	Materials for rocket	\$10.00
Electric Wire connects	1	\$5.00	Rocket materials	\$5.00
White Golf Tees 100 pack	1	\$5.00	Rocket materials	\$5.00
Black Plastic	1	\$50.00	Materials for Planetarium	\$50.00
Таре	1	\$10.00	Materials for planetarium	\$10.00
Fan	1	\$40.00	Materials for Planetarium	\$40.00
Milk	1	\$2.50	Comet materials	\$2.50
Cream	1	\$5.00	Comet materials	\$5.00
Oreo Cookies	1	\$5.00	Comet materials	\$5.00
Peanuts	1	\$3.00	Comet Materials	\$3.00
Coconuts	1	\$2.00	Comet Materials	\$2.00
Pack of Freezer Bags	4	\$10.00	Comet Materials	\$10.00
Ice	5	\$5.00	Comet Materials	\$5.00
Spoons	1	\$3.00	Comet Materials	\$3.00
Tickets	90	\$3.00	Planetarium Night tickets for students and parents	\$270.00
Astronaut Ice Cream	90	\$1.50	Treats for students and parents	\$135.00
			L	

### O. Volunteer Match

Volunteer Match
List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project planning and implementing this project.

Activity	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
Planning and Preparation	2	2	6	24
Space Club Meetings	30	1.5	6	270

M. How will your school sustain this parent involvement after the project has been completed? It will become evident that the Crossing Guard position is a vital and essential part of Doris French's saftey plan. Our parents will see the importance of this position and we will have parent volunteers take over this important position ensuring our students saftey.

### N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed):

needec	1):			
Item	Quantity	Cost per item	Purpose	Total Cost
Crossing Guard	1	\$15.00 per hour	To promote safety for the commute to and from school	\$2025.00
Coard		permon	Common to drid norm school	
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	77.01 16.00			
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	 	·	
L		Total	\$2025.00

### O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

. Activity	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
			*···	
		,		

- 3. To invite ELL students to join school wide events through the use of Pat Romero to translate all outgoing communication for our bilingual community.
  - 4.
  - 5.
- **K.** Explain the school, student or family need this project will address: This would be utilized by our Bilingual Translator to encourage our ELL population to participate in school wide activities.
- L. How will this project increase parent participation in your school? Over 33% of our population is of Hispanic origin. We will be making our Spanish-speaking population feel more comfortable by breaking down the language barriers that currently exist. We hope to incease our family involvement in school activities by targeting our Spanish speaking community.
- M. How will your school sustain this parent involvement after the project has been completed? The materials would allow constant family communication year round. If necessary, Doris French ES could use School Generated Funds to purchase additional ink cartridges (supplies).

### N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed):

Item	Quantity	Cost per item	Purpose +	Total :
Color Ink Cartridges	3	\$150.00	To print in color	\$450
Xerox Printer 8550dp	1	\$1168	To print out communication notices in color to invite parents into our school	\$1168
Xerox Printer Services	1	\$307	Onsite technical support, which is required through district when purchasing	\$307

		· · · · · · · · · · · · · · · · · · ·
	 Total	\$1925.00

### O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

Activity	Number of volunteers	Number of hours	Number of times per year.	Total hours for this activity

various projects through PowerPoint, Microsoft Word, Excell, and internet research.

- **L.** How will this project increase parent participation in your school? Parents will be encouraged to utilize the computers to become more involved in their child's education process.
- M. How will your school sustain this parent involvement after the project has been completed? Doris French ES plans on using School Generated Funds to maintain the computer access for all families.

### N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as needed):

•			
Quantity		Purpose 1	Total Cost
2	\$923.00	Parents can access school data as well as testing results for their students' academic benefit.	\$1846
			·
		_	
	Quantity	Quantity Cost per item	Quantity Cost per item Purpose  Parents can access school data as well as testing results for their students' academic benefit.

	Total	\$1846

### O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

Activity	Number of volunteers	Number of hours	Number of times per year	Total hours for this activity
		· · · · · · · · · · · · · · · · · · ·		

# Exhibit "B"

## **Section 1: Identifying Information**

School:		
Project Name:		
Reporting Period:	Start Date:	End Date:
Person Preparing Report	:	
Phone Number:		
goals (described in the	contract and Grant	for this month. Identify which project to Application) the organization has not

# City of Las Vegas PALS Grant Project Evaluation

Name of School:	
Project Name:	_
Start Date: End Date:	
Is this project ongoing?	
Person Preparing Report:	
Title:	
Phone number:	
Number of participating parents:	
Number of participating staff:	
Project Evaluation	
Describe your project and its accomplishments:	
	_
	_
	_
**************************************	_
	_
	_
	_
	_

How did this project accomplish the goals outlined in your grant application?	How were parents involved in the planning and implementation of this projec
his project?  Yes  No  How did your planning team work together to address these concerns?  Parent Involvement  Oo you feel this project helped to recruit more active parents in your school?  Yes  No  Why?	How did this project accomplish the goals outlined in your grant application?
his project?  Yes	
How did your planning team work together to address these concerns?  Parent Involvement  Do you feel this project helped to recruit more active parents in your school?    Yes	
his project?  Yes	
How did your planning team work together to address these concerns?  Parent Involvement  Do you feel this project helped to recruit more active parents in your school?    Yes	
How did your planning team work together to address these concerns?  Parent Involvement  Do you feel this project helped to recruit more active parents in your school?    Yes	
How did your planning team work together to address these concerns?  Parent Involvement  Do you feel this project helped to recruit more active parents in your school?    Yes	Were there any areas of concerns during the planning and implementation o
How did your planning team work together to address these concerns?  Parent Involvement  Do you feel this project helped to recruit more active parents in your school?    Yes	
Parent Involvement  So you feel this project helped to recruit more active parents in your school?  Why?	
Parent Involvement  Do you feel this project helped to recruit more active parents in your school?  Yes No Why?	
Oo you feel this project helped to recruit more active parents in your school?  Yes No Why?	How did your planning team work together to address these concerns?
Oo you feel this project helped to recruit more active parents in your school?  Yes No Why?	
Oo you feel this project helped to recruit more active parents in your school?  Yes No Why?	
Oo you feel this project helped to recruit more active parents in your school?  Yes No Why?	
Oo you feel this project helped to recruit more active parents in your school?  Yes No Why?	
☐ Yes ☐ No Why?	Parent Involvement
☐ Yes ☐ No Why?	Do you feel this project helped to recruit more active parents in your school?
Why?	
	in a set to the control of the contr
ow will your school sustain and/or increase this level of parent involvement?	
ow will your school sustain and/or increase this level of parent involvement?	
ow will your school sustain and/or increase this level of parent involvement?	
	low will your school sustain and/or increase this level of parent involvement? _

# City of Las Vegas PALS Volunteer Hour Log

School Name:	e:	
Project Title:		
Daie	Volunteer's Name	Activities Performed Time In Out Hours

### Parents As Learning Support Agreement Between the City Of Las Vegas and R. Guild Gray Elementary School

THIS AGREEMENT, made and entered into this day of October, 2006 by and between the CITY OF LAS VEGAS, a municipal corporation of the State of Nevada, hereinafter referred to as "CITY", and R. Guild Gray Elementary School, a Clark County School District elementary school duly organized under the laws of the State of Nevada, hereinafter referred to as "SUBRECIPIENT," whose primary mailing address at the date of execution is 2825 S. Torrey Pines Drive, Las Vegas, NV 89146.

### WITNESSETH

WHEREAS, the CITY has allocated funds for the Parents As Learning Support program, hereinafter referred to as "PALS"; and

WHEREAS, the CITY is responsible for planning, administering, implementing, and evaluating the PALS program to ensure that it conforms to the PALS Program Guidelines and Las Vegas City Council goals; and

WHEREAS, CITY, as Grantor, wishes to engage "SUBRECIPIENT" to assist the CITY in utilizing such funds by providing services to meet the PALS Program's objectives, as follows:

- To assist school staff and administrators with establishing parents and school staff as partners in defining and addressing student needs
- To assist schools with identifying unengaged parents and developing strategies for involving them in school activities
- To improve student achievement
- To involve parents in a variety of functions/roles in the school
- To create a support system of families, school staff and community leaders who take responsibility for the safety and well-being of all students attending their school

NOW, THEREFORE, it is agreed between the parties hereto that;

### I. SCOPE OF SERVICE

### A. ACTIVITIES

"SUBRECIPIENT" will be responsible for administering FY2006-2007 PALS-funded programs known as <u>Gray Founder's Picnic</u>, <u>Movie Night and School Parent Volunteer Dinner</u> that provide activities eligible under the Parents As Learning Support Program as cited in the Scope of Services I.B.1, hereinafter referred to as "Program." It is expressly agreed and understood that the total amount to be provided by the CITY under this Agreement shall not exceed \$6,000.00 in PALS funds to be allocated in accordance with the Program Budgets as detailed in Exhibit "A," attached. "SUBRECIPIENT" hereby agrees to utilize said PALS funds made available pursuant to this Agreement to supplement rather than supplant funds otherwise available.

### B. PROGRAM DESCRIPTION

1. Scope of Services to be Provided

### Purpose of Services:

Funding will be used to plan and implement school based projects to increase parent involvement in school activities and increase communication between parents and school staff.

### Tasks to be Performed:

- Gray Founder's Picnic Host a picnic to welcome students and parents to school for the fall year and allow parents and school staff to meet face to face
- Movie Night Host an event at the school where families and school staff can enjoy an evening together
- School Parent Volunteer Dinner Host a dinner to recognize and show apreciation for parent and school staff volunteers

### Level of Service to be Provided:

Projects will increase the number of parent volunteers and provide parents with an active role in their student's education and development.

### Measurable Goals for Grant period:

- Number of parent volunteers
- Number of participating parents

"SUBRECIPIENT" hereby agrees to meet the goals as stated above, to the greatest extent feasible, in order to ensure the success of the Program.

2. The "SUBRECIPIENT" hereby appoints the following representative to attend any meetings of the neighborhood organization in partnership with the City of Las Vegas, Neighborhood Services Department:

Renaye Barnes, School Project Team Leader, or a designee chosen at the discretion of SUBRECIPIENT.

### C. Program Reporting

"SUBRECIPIENT" will be required to collect for and provide to the CITY Program accomplishments and usage records beginning **October 18, 2006** or the date first written above, until **June 1, 2007**, unless this Agreement is modified at the express consent of the CITY and "SUBRECIPIENT." "SUBRECIPIENT" shall submit, on a monthly basis, and on occasion upon request of the CITY, a Monthly Progress Report, Project Evaluation Reports and Volunteer Hour Logs, the forms for which are attached as Exhibit "B". These reports shall accompany each request for expenditure or reimbursement of funds. Failure to submit said reports in a timely manner may delay purchases or reimbursement to "SUBRECIPIENT" for grant-eligible Program expense. Records and reports shall contain, but not be limited to, the following data:

- Statement of Program goals cited in "SUBRECIPIENT" application and measurable accomplishments toward achieving said goals through reporting date of said report.
- 2) Whenever applicable, written narrative of activities. Written narrative and description of services shall be included in each monthly report.
- 3) Volunteer Hour Logs should be submitted with copies of written materials which document the expenditure of the donated good(s), which are reported. This documentation will include: letters from professionals, identifying the donation they have made and its value, vendor receipts for donated goods or receipts for expenditures paid by funds raised by the "SUBRECIPIENT".
- 4) The "SUBRECIPIENT" shall provide a copy of all written reports developed for the Project to the CITY. These may be included with the Project Evaluation Report or under separate cover. Materials which help document the progress of the Project include: project meeting or event flyers, project meeting minutes, draft reports, final reports, photographs, timelines, job descriptions, contractor contracts, and participant interviews, and videos.
- 5) The "SUBRECIPIENT" shall provide a final, brief, written report that summarizes the Project's successes and lessons learned.

These reports will be forwarded to the City of Las Vegas Neighborhood Services Department, ATTN: Neighborhood Initiatives Division. CITY will monitor the performance of "SUBRECIPIENT" against goals and performance standards required herein. Substandard performance as determined by CITY will constitute non-compliance with this Agreement.

If action to correct such substandard performance is not taken by "SUBRECIPIENT" within a reasonable period of time after being notified by CITY, contract suspension or termination procedures will be initiated.

### D. TIME OF PERFORMANCE

This Agreement provides for PALS funding of "SUBRECIPIENT" program rendered in accordance with this Agreement from October 18, 2006, or the date first written above, through June 1, 2007. The CITY shall bear no liability to fund or provide payment for "SUBRECIPIENT" program services in the event that no PALS grant award funds are received during fiscal year 2006-2007. Furthermore, the CITY shall be liable only for payment proportional to the extent that PALS grant award funds are appropriated and allocated by the CITY. "SUBRECIPIENT" program expenses incurred after October 18, 2006, but prior to execution of this Agreement will not be reimbursed.

### **II. CITY GENERAL CONDITIONS**

### A. COMPLIANCE WITH OTHER APPLICABLE STATUTES AND REGULATIONS

"SUBRECIPIENT" shall obtain any and all Federal, State, and Local permits and licenses required to execute the Project or Program as described in the Agreement's Scope of Services. "SUBRECIPIENT" further agrees to abide by all applicable Federal, State, and Local codes, regulations, statutes, ordinances, and laws.

### B. SUBRECIPIENT RETAINS EXCLUSIVE RIGHT OF PERFORMING SERVICES

"SUBRECIPIENT" has requested financial support of the CITY to enable "SUBRECIPIENT" to provide the services contemplated in Section I. The CITY shall have no relationship whatsoever with the services contemplated herein except the provision of financial support and the receipt of reports as provided herein. In any and all events, the services contemplated herein shall be rendered at the time, in the manner and under circumstances determined solely and exclusively by "SUBRECIPIENT," subject only to review by the City of Las Vegas, Neighborhood Services Director or other designee of the Neighborhood Services Director to assure continuing eligibility for PALS funding.

### C. INDEMNIFICATION

"SUBRECIPIENT" agrees to protect, defend, indemnify and save harmless the CITY from and against any and all liability, damages, claims, suits, liens, and judgments of whatever nature, including but not limited to, claims for contribution and/or indemnification for injuries to or death of any person or persons, caused by, in connection with, or arising out of any activities undertaken pursuant to this Agreement. "SUBRECIPIENT's" obligation to protect, defend, indemnify, and save harmless as set forth in this paragraph, shall include any and all attorneys' fees incurred by the CITY in the defense and/or handling of said suits, demands, judgments, liens, claims and the like and all attorneys' fees and investigation expenses incurred by the CITY in enforcing and/or obtaining compliance with the provisions of this paragraph.

### D. LIMIT ON ASSIGNMENT OF INTEREST

"SUBRECIPIENT" may not assign any part of its rights in this Agreement without consent of CITY. Any such assignment of rights without consent of CITY shall result in the forfeiture of all compensation, or any part thereof, as determined by CITY.

### E. ON-SITE MONITORING

Projects and programs funded under this Agreement will be subject to on-site monitoring by duly authorized CITY representatives. Said representatives will be announced, at a minimum, 24 hours in advance of such visits. The representatives may request, and be granted access to records. Representatives may, on occasion, interview Program volunteers and participants who volunteer to be interviewed.

### F. ACCESS TO RECORDS

At any time during normal business hours, "SUBRECIPIENT'S" records, with respect to matters covered by this Agreement shall be made available for audit, examination, and review by CITY representatives.

### G. INSURANCE

If "SUBRECIPIENT" uses a vehicle in providing its services, it shall carry or provide a Comprehensive Automobile Liability Insurance covering bodily injury and property damage, with a minimum comprehensive single limit liability of \$1,000,000.00.

The CITY shall be named as an additional insured in all policies of insurance obtained pursuant to this Agreement. The CITY shall be furnished evidence that the foregoing insurance coverage(s) are in effect, and the CITY shall be notified at least thirty (30) days prior to the cancellation or material change of any such coverage.

### **III. OTHER GENERAL CONDITIONS**

### A. RELIGIOUS ACTIVITIES

As a general rule, in accordance with First Amendment Church/State Principles, PALS assistance may not be used for religious activities or provided to primarily religious entities for any activities, including secular activities.

### B. POLITICAL ACTIVITIES

"SUBRECIPIENT" will comply with this section, which prohibits the use of PALS funds to finance the use of facilities or equipment for political purposes or to engage in other partisan political activities, such as candidate forums, voter transportation, or voter registration.

### C. PROGRAM INCOME

"SUBRECIPIENT" agrees that program income, includes, but is not limited to, the following:

- 1. Proceeds from the disposition by sale or long-term lease of real property purchased or improved with PALS funds;
- 2. Proceeds from the disposition of equipment purchased with PALS funds;
- Gross income from the use or rental of real or personal property acquired by "SUBRECIPIENT" with PALS funds, less costs incidental to generation of the income;
- 4. Gross income from the use or rental of real property, owned by "SUBRECIPIENT," that was constructed or improved with PALS funds, less costs incidental to generation of the income; and
- 5. Interest earned on program income pending its disposition.

### D. DISPOSITION OF PROGRAM INCOME

Income from the Project may be retained by "SUBRECIPIENT" provided that written notification is given to the Neighborhood Services Director and that the income is to be used for the exclusive benefit of the Program.

### E. EXPIRATION OR REVOCATION OF AGREEMENT

Upon the expiration or revocation of this Agreement, "SUBRECIPIENT" shall transfer to CITY any PALS funds on hand at the time of expiration or revocation and any accounts receivable attributable to the use of PALS funds.

### **IV. FINANCIAL MANAGEMENT**

### A. REIMBURSEMENT

The CITY shall reimburse the "SUBRECIPIENT" only for expenses paid or incurred as outlined in Exhibit A, provided the expenditures are made after the Project's start date and before the completion date as indicated in Section I.D. Subject to the approval of the CITY, the CITY may make direct payment to vendors, using a procurement credit car "P-Card" for purchases less than \$1,000 or a Direct Payment Request "DPR" for purchases greater than \$1,000, in the event "SUBRECIPIENT" does not have sufficient funds to utilize reimbursement process.

### B. DOCUMENTATION OF COSTS

Project Progress Report shall be submitted by the "SUBRECIPIENT" with Supporting Documentation form to the CITY. All costs submitted to CITY for reimbursement or vendor payment shall be recorded by budget line-items and be supported by properly executed time records, invoices, contracts, or vouchers, or other official documentation evidencing in proper detail the nature and propriety of the charge. All checks, invoices, contracts, and vouchers, orders or other accounting documents pertaining in whole or in part to the Agreements, shall be thoroughly identified and readily accessible.

### C. FINANCIAL RECORDKEEPING

Financial records pertaining to all invoices, materials, payrolls, personnel records, and other data concerning matters related to or arguably related to this Agreement may be requested from "SUBRECIPIENT" by duly authorized CITY representatives.

### D. RECORDS

Program records shall be maintained in accordance with CITY requirements with respect to all matters covered by this Agreement. Such records shall be maintained for a period of four years after the term of this Agreement expires (a five year retention period).

### E. PROGRAM BUDGET

Invoice expenditures eligible for payment by the CITY will be in accordance with the Project budget delineated in Exhibit "A" and subject to any conditions imposed in the Scope of Services, to include monthly reports and narratives when seeking reimbursement from the City for Project costs. "SUBRECIPIENT" shall not make any changes in the Project budget unless permission is obtained in writing from the CITY.

### F. METHOD OF PAYMENT

The CITY shall reimburse valid invoices for approved Project budget expenditures identified in Exhibit "A" of this Agreement. Before paying such expenses, the CITY will review invoice expenditures to determine their consistency with the approved eligible expenditures, the scope of services, pursuant to this Agreement. The CITY reserves the right to refuse reimbursement for expenses, which are PALS-ineligible or which are not within the scope of this Agreement. Reimbursement requests shall include reports and narratives as detailed in "Scope of Services" section of this Agreement.

### G. UNEXPENDED FUNDS

In the event that CITY staff anticipates the total amount of funds allocated for this Agreement will not be expended in the time and manner prescribed in this Agreement, the CITY reserves the right to that portion for other Projects/programs operating under the CITY's PALS Program. An extension of an **June 1**, **2007** deadline may be authorized in writing by the CITY Neighborhood Services Director or other designee of the Neighborhood Services Director.

### H. ACCOUNTING METHODS

Expenditures charged to CITY fiscal year **2006-2007** PALS funds will be accounted for in a ledger separate from all other revenue sources. These records shall be maintained by "SUBRECIPIENT."

# I. NON-EXPENDABLE PERSONAL PROPERTY, DEPRECIATION SCHEDULES, AND DISPOSITION OF PROPERTY

- 1) Non-expendable personal property will be defined as any property either tangible or intangible other than real property as defined herein which has a unit acquisition cost of \$1000 or more and a useful life of more than one year.
- 2) Organization purchasing or receiving non-expendable personal property as part of their project will give CITY rights to the non-expendable personal property for three years from the date of purchase. Should the organization be dissolved or should the non-expendable personal property not be used in accordance with the grant agreement, CITY will have the right to reappropriate the non-expendable personal property. Examples of non-expendable personal property are vehicles and computer equipment. If said property is a vehicle, the City shall be named as a lien-holder on the title.

### V. MODIFICATION OR TERMINATION OF AGREEMENT

### A. AMENDMENT OR REVISION REQUIRED BY CITY

"SUBRECIPIENT" and the CITY hereby agree to amend or otherwise revise this Agreement should such modification be required by CITY and/or any applicable federal statutes or regulations.

### B. TERMINATION

If "SUBRECIPIENT" fails to fulfill in a timely and proper manner its obligation under this Agreement or shall violate any of the covenants, agreements or stipulations of this Agreement, the CITY shall thereupon have the right to suspend or terminate this Agreement and specify the effective date thereof. Such notice shall be given no less than ten (10) days before the effective date of such termination and sent to "SUBRECIPIENT" at 2825 S. Torrey Pines Drive, Las Vegas, NV 89146.

### C. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Each and every provision of law and clause required by law to be inserted in this Agreement will be deemed to be inserted herein, and this Agreement shall be read and enforced as though it were included herein and if through mistake or otherwise any such provisions not inserted, or is not correctly inserted, then upon the application of either party this Agreement shall forthwith be physically amended to make such insertion.

IN WITNESS WHEREOF, this Agreement has been executed by duly authorized representatives of each party the day and year first above written.

CITY OF LAS VEGAS	R. Guild Gray Elementary School, "SUBRECIPI
Stephen Harsin, Director	Renalye Barnes, SCHOOL PROJECT LEADER
ATTEST:	ATTEST:
BARBARA JØRONEMUS, CITYCLERK By: Beverly K. Bridges Chief Deputy City Clerk	
COUNCIL ACTION: October 18,	2004
APPROVED AS TO FORM: De Particullo	10/17/06

# Exhibit "A"

N. Project Budget
Itemized list of supplies to be purchased (attach additional sheets as

needed):

ltem -	Quantity	Cost per item	Purpose	Total Cost
laptop Con	muter 1	\$900.00	To upter DUD'S & Inoject the image	\$900,00
/ /	/		onto a Big screen.	
Pop Com M	refine 1	475.20	To make Sopcorn when watching	475-7
1	<b>47</b> 2	. 1 63	mone 1. 1. 1.	7
splom &	3	9.00	pop com to put into machine	33, 32 9 m.
Raga Raga	3	in the	Bogs to sut DOP Conia	30, TE
Anan ka	6	5.00	doubles la movie right	30. <sup>10</sup>
Sandwiches	8)6 foot long	40,00	everyone will need more than just	320,00
	,5001000		Arto 1 Day has de anni as	
DND	3	25.00	we need a movie formovie is	hf 875/20
ļ			different	
				· · · · · · · · · · · · · · · · · · ·
			Total	1872.

N. Project Budget
Itemized list of supplies to be purchased (attach additional sheets as

needed):

Item	Quantity	Cost per item	Purpose	Total Cost
feromal investation	500	4.53	To send out sersonal invitation	\$263.00
Dersonal Envelope	300	4.27 -	To send out personal anuelopes	135.00
300000gpe				
dinner.	25	\$54.00	To haveadinnes to recognize	1350
main cours		<b>a</b>	garents for volunteering	1 200 2
Salad.	25	₱17.™		\$425.00
decorate	in a all	to the	in a le dointe no di	225,00
man man	will al	be par	also be the PTAN	asi,
		RYU	Id Gran ES. T	
		<u></u>	. Total c	2398.

N. Project Budget
Itemized list of supplies to be purchased (attach additional sheets as needed):

Quantit		Purpose	Total "Cost
6	\$100.00	To have entertainment at	\$600,00
1900.	.20	pizes in games	200:
250 250	2.50	food at picnie	625.2
el un 250	.20	dessert at Jicnic	50, w
250	.05	To pay tribute to M. K. Guild Gray	12.50
.30~_	10.00	Offer more than just. I thinks & hot does theat	300,
200	1. 12	offer drinks if not getting	200,00
	1900. 1900. 250 250 250	190020 190020 190020 190020 1250. 2.50 1250 .25 1250 .25 130 .05	1900. 20 prizes for games  1900. 20 prizes for games  200 250 food at picnic  250 .25 To pay tribute, to  M. K. Guild Gray  1900 1. 20 Offer more than just  1900 1. 20 Offer drinks if not getting

19

# Exhibit "B"

## Section 1: Identifying Information

School:		
Project Name:		
Reporting Period:	Start Date:	End Date:
Person Preparing Report:		
Phone Number:		
goals (described in the c	t accomplishmer contract and Gr	nts for this month. Identify which project rant Application) the organization has ern, project successes, and any other
		Revised 2/2005

# City of Las Vegas PALS Grant Project Evaluation

Name of School:
Project Name:
Start Date: End Date:
Is this project ongoing?
Person Preparing Report:
Title:
Phone number:
Number of participating parents:  Number of participating staff:
Project Evaluation
Describe your project and its accomplishments:

How were parents involved in the planning and implementation of this project	ct?
How did this project accomplish the goals outlined in your grant application?	<b>}</b>
Were there any areas of concerns during the planning and implementation o	of
his project?	
☐ Yes ☐ No	
How did your planning team work together to address these concerns?	
Parent Involvement	
Do you feel this project helped to recruit more active parents in your school?	
Yes No	
Why?	<u></u> .
How will your school sustain and/or increase this level of parent involvement?	
	·

# City of Las Vegas PALS Volunteer Hour Log

School Name:	ame:		· · · · · · · · · · · · · · · · · · ·	
Project Title:	le:			
Dale	Volunteer's Name	Activities Performed	Time In	Time Total Out Hours
		·		

### Parents As Learning Support Agreement Between the City Of Las Vegas and Walter Long Elementary School

THIS AGREEMENT, made and entered into this \( \frac{\infty}{\infty} \) day of \( \frac{\text{October.}}{\text{October.}} \) 2006 by and between the CITY OF LAS VEGAS, a municipal corporation of the State of Nevada, hereinafter referred to as "CITY", and \( \frac{\text{Walter Long Elementary School.}}{\text{County School}} \), a Clark County School District elementary school duly organized under the laws of the State of Nevada, hereinafter referred to as "SUBRECIPIENT," whose primary mailing address at the date of execution is 2000 S. Walnut Road, Las Vegas, NV 89104.

### WITNESSETH

WHEREAS, the CITY has allocated funds for the Parents As Learning Support program, hereinafter referred to as "PALS"; and

WHEREAS, the CITY is responsible for planning, administering, implementing, and evaluating the PALS program to ensure that it conforms to the PALS Program Guidelines and Las Vegas City Council goals; and

WHEREAS, CITY, as Grantor, wishes to engage "SUBRECIPIENT" to assist the CITY in utilizing such funds by providing services to meet the PALS Program's objectives, as follows:

- To assist school staff and administrators with establishing parents and school staff as partners in defining and addressing student needs
- To assist schools with identifying unengaged parents and developing strategies for involving them in school activities
- To improve student achievement
- To involve parents in a variety of functions/roles in the school
- To create a support system of families, school staff and community leaders who take responsibility for the safety and well-being of all students attending their school

NOW, THEREFORE, it is agreed between the parties hereto that;

### I. SCOPE OF SERVICE

### A. ACTIVITIES

"SUBRECIPIENT" will be responsible for administering FY2006-2007 PALS-funded program known as <u>Family Literacy Night</u> that provides activities eligible under the Parents As Learning Support Program as cited in the Scope of Services I.B.1, hereinafter referred to as "Program." It is expressly agreed and understood that the total amount to be provided by the CITY under this Agreement shall not exceed \$1,000.00 in PALS funds to be allocated in accordance with the Program Budgets as detailed in Exhibit "A," attached. "SUBRECIPIENT" hereby agrees to utilize said PALS funds made available pursuant to this Agreement to supplement rather than supplant funds otherwise available.

### B. PROGRAM DESCRIPTION

Scope of Services to be Provided

### Purpose of Services:

Funding will be used to plan and implement school based activities to increase parent involvement in school activities and increase communication between parents and school staff.

### Tasks to be Performed:

 Family Literacy Night – Host a family event to teach parents games and strategies to promote literacy at home

### Level of Service to be Provided:

Projects will increase the number of parent volunteers and provide parent with an active role in their student's education and development.

### Measurable Goals for Grant period:

- Number of parent volunteers
- Number of participating parents

"SUBRECIPIENT" hereby agrees to meet the goals as stated above, to the greatest extent feasible, in order to ensure the success of the Program.

2. The "SUBRECIPIENT" hereby appoints the following representative to attend any meetings of the neighborhood organization in partnership with the City of Las Vegas, Neighborhood Services Department:

**Amy Zeiders, School Project Team Leader**, or a designee chosen at the discretion of SUBRECIPIENT.

### C. Program Reporting

"SUBRECIPIENT" will be required to collect for and provide to the CITY Program accomplishments and usage records beginning **October 18, 2006** or the date first written above, until **June 1, 2007**, unless this Agreement is modified at the express consent of the CITY and "SUBRECIPIENT." "SUBRECIPIENT" shall submit, on a monthly basis, and on occasion upon request of the CITY, a Monthly Progress Report, Project Evaluation Reports and Volunteer Hour Logs, the forms for which are attached as Exhibit "B". These reports shall accompany each request for expenditure or reimbursement of funds. Failure to submit said reports in a timely manner may delay purchases or reimbursement to "SUBRECIPIENT" for grant-eligible Program expense. Records and reports shall contain, but not be limited to, the following data:

 Statement of Program goals cited in "SUBRECIPIENT" application and measurable accomplishments toward achieving said goals through reporting date of said report.

- 2) Whenever applicable, written narrative of activities. Written narrative and description of services shall be included in each monthly report.
- 3) Volunteer Hour Logs should be submitted with copies of written materials which document the expenditure of the donated good(s), which are reported. This documentation will include: letters from professionals, identifying the donation they have made and its value, vendor receipts for donated goods or receipts for expenditures paid by funds raised by the "SUBRECIPIENT".
- 4) The "SUBRECIPIENT" shall provide a copy of all written reports developed for the Project to the CITY. These may be included with the Project Evaluation Report or under separate cover. Materials which help document the progress of the Project include: project meeting or event flyers, project meeting minutes, draft reports, final reports, photographs, timelines, job descriptions, contractor contracts, and participant interviews, and videos.
- 5) The "SUBRECIPIENT" shall provide a final, brief, written report that summarizes the Project's successes and lessons learned.

These reports will be forwarded to the City of Las Vegas Neighborhood Services Department, ATTN: Neighborhood Initiatives Division. CITY will monitor the performance of "SUBRECIPIENT" against goals and performance standards required herein. Substandard performance as determined by CITY will constitute non-compliance with this Agreement.

If action to correct such substandard performance is not taken by "SUBRECIPIENT" within a reasonable period of time after being notified by CITY, contract suspension or termination procedures will be initiated.

### D. TIME OF PERFORMANCE

This Agreement provides for PALS funding of "SUBRECIPIENT" program rendered in accordance with this Agreement from October 18, 2006, or the date first written above, through June 1, 2007. The CITY shall bear no liability to fund or provide payment for "SUBRECIPIENT" program services in the event that no PALS grant award funds are received during fiscal year 2006-2007. Furthermore, the CITY shall be liable only for payment proportional to the extent that PALS grant award funds are appropriated and allocated by the CITY. "SUBRECIPIENT" program expenses incurred after October 18, 2006, but prior to execution of this Agreement will not be reimbursed.

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### A. COMPLIANCE WITH OTHER APPLICABLE STATUTES AND REGULATIONS

"SUBRECIPIENT" shall obtain any and all Federal, State, and Local permits and licenses required to execute the Project or Program as described in the Agreement's Scope of Services. "SUBRECIPIENT" further agrees to abide by all applicable Federal, State, and Local codes, regulations, statutes, ordinances, and laws.

### B. SUBRECIPIENT RETAINS EXCLUSIVE RIGHT OF PERFORMING SERVICES

"SUBRECIPIENT" has requested financial support of the CITY to enable "SUBRECIPIENT" to provide the services contemplated in Section I. The CITY shall have no relationship whatsoever with the services contemplated herein except the provision of financial support and the receipt of reports as provided herein. In any and all events, the services contemplated herein shall be rendered at the time, in the manner and under circumstances determined solely and exclusively by "SUBRECIPIENT," subject only to review by the City of Las Vegas, Neighborhood Services Director or other designee of the Neighborhood Services Director to assure continuing eligibility for PALS funding.

### C. INDEMNIFICATION

"SUBRECIPIENT" agrees to protect, defend, indemnify and save harmless the CITY from and against any and all liability, damages, claims, suits, liens, and judgments of whatever nature, including but not limited to, claims for contribution and/or indemnification for injuries to or death of any person or persons, caused by, in connection with, or arising out of any activities undertaken pursuant to this Agreement. "SUBRECIPIENT's" obligation to protect, defend, indemnify, and save harmless as set forth in this paragraph, shall include any and all attorneys' fees incurred by the CITY in the defense and/or handling of said suits, demands, judgments, liens, claims and the like and all attorneys' fees and investigation expenses incurred by the CITY in enforcing and/or obtaining compliance with the provisions of this paragraph.

### D. LIMIT ON ASSIGNMENT OF INTEREST

"SUBRECIPIENT" may not assign any part of its rights in this Agreement without consent of CITY. Any such assignment of rights without consent of CITY shall result in the forfeiture of all compensation, or any part thereof, as determined by CITY.

### E. ON-SITE MONITORING

Projects and programs funded under this Agreement will be subject to on-site monitoring by duly authorized CITY representatives. Said representatives will be announced, at a minimum, 24 hours in advance of such visits. The representatives may request, and be granted access to records. Representatives may, on occasion, interview Program volunteers and participants who volunteer to be interviewed.

### F. ACCESS TO RECORDS

At any time during normal business hours, "SUBRECIPIENT'S" records, with respect to matters covered by this Agreement shall be made available for audit, examination, and review by CITY representatives.

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If "SUBRECIPIENT" uses a vehicle in providing its services, it shall carry or provide a Comprehensive Automobile Liability Insurance covering bodily injury and property damage, with a minimum comprehensive single limit liability of \$1,000,000.00.

The CITY shall be named as an additional insured in all policies of insurance obtained pursuant to this Agreement. The CITY shall be furnished evidence that the foregoing insurance coverage(s) are in effect, and the CITY shall be notified at least thirty (30) days prior to the cancellation or material change of any such coverage.

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As a general rule, in accordance with First Amendment Church/State Principles, PALS assistance may not be used for religious activities or provided to primarily religious entities for any activities, including secular activities.

### B. POLITICAL ACTIVITIES

"SUBRECIPIENT" will comply with this section, which prohibits the use of PALS funds to finance the use of facilities or equipment for political purposes or to engage in other partisan political activities, such as candidate forums, voter transportation, or voter registration.

### C. PROGRAM INCOME

"SUBRECIPIENT" agrees that program income, includes, but is not limited to, the following:

- 1. Proceeds from the disposition by sale or long-term lease of real property purchased or improved with PALS funds;
- 2. Proceeds from the disposition of equipment purchased with PALS funds;
- Gross income from the use or rental of real or personal property acquired by "SUBRECIPIENT" with PALS funds, less costs incidental to generation of the income;
- 4. Gross income from the use or rental of real property, owned by "SUBRECIPIENT," that was constructed or improved with PALS funds, less costs incidental to generation of the income; and
- 5. Interest earned on program income pending its disposition.

### D. DISPOSITION OF PROGRAM INCOME

Income from the Project may be retained by "SUBRECIPIENT" provided that written notification is given to the Neighborhood Services Director and that the income is to be used for the exclusive benefit of the Program.

### E. EXPIRATION OR REVOCATION OF AGREEMENT

Upon the expiration or revocation of this Agreement, "SUBRECIPIENT" shall transfer to CITY any PALS funds on hand at the time of expiration or revocation and any accounts receivable attributable to the use of PALS funds.

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### A. REIMBURSEMENT

The CITY shall reimburse the "SUBRECIPIENT" only for expenses paid or incurred as outlined in Exhibit A, provided the expenditures are made after the Project's start date and before the completion date as indicated in Section I.D. Subject to the approval of the CITY, the CITY may make direct payment to vendors, using a procurement credit car "P-Card" for purchases less than \$1,000 or a Direct Payment Request "DPR" for purchases greater than \$1,000, in the event "SUBRECIPIENT" does not have sufficient funds to utilize reimbursement process.

### B. DOCUMENTATION OF COSTS

Project Progress Report shall be submitted by the "SUBRECIPIENT" with Supporting Documentation form to the CITY. All costs submitted to CITY for reimbursement or vendor payment shall be recorded by budget line-items and be supported by properly executed time records, invoices, contracts, or vouchers, or other official documentation evidencing in proper detail the nature and propriety of the charge. All checks, invoices, contracts, and vouchers, orders or other accounting documents pertaining in whole or in part to the Agreements, shall be thoroughly identified and readily accessible.

### C. FINANCIAL RECORDKEEPING

Financial records pertaining to all invoices, materials, payrolls, personnel records, and other data concerning matters related to or arguably related to this Agreement may be requested from "SUBRECIPIENT" by duly authorized CITY representatives.

### D. RECORDS

Program records shall be maintained in accordance with CITY requirements with respect to all matters covered by this Agreement. Such records shall be maintained for a period of four years after the term of this Agreement expires (a five year retention period).

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Invoice expenditures eligible for payment by the CITY will be in accordance with the Project budget delineated in Exhibit "A" and subject to any conditions imposed in the Scope of Services, to include monthly reports and narratives when seeking reimbursement from the City for Project costs. "SUBRECIPIENT" shall not make any changes in the Project budget unless permission is obtained in writing from the CITY.

### F. METHOD OF PAYMENT

The CITY shall reimburse valid invoices for approved Project budget expenditures identified in Exhibit "A" of this Agreement. Before paying such expenses, the CITY will review invoice expenditures to determine their consistency with the approved eligible expenditures, the scope of services, pursuant to this Agreement. The CITY reserves the right to refuse reimbursement for expenses, which are PALS-ineligible or which are not within the scope of this Agreement. Reimbursement requests shall include reports and narratives as detailed in "Scope of Services" section of this Agreement.

### G. UNEXPENDED FUNDS

In the event that CITY staff anticipates the total amount of funds allocated for this Agreement will not be expended in the time and manner prescribed in this Agreement, the CITY reserves the right to that portion for other Projects/programs operating under the CITY's PALS Program. An extension of an **June 1, 2007** deadline may be authorized in writing by the CITY Neighborhood Services Director or other designee of the Neighborhood Services Director.

### H. ACCOUNTING METHODS

Expenditures charged to CITY fiscal year **2006-2007** PALS funds will be accounted for in a ledger separate from all other revenue sources. These records shall be maintained by "SUBRECIPIENT."

# I. NON-EXPENDABLE PERSONAL PROPERTY, DEPRECIATION SCHEDULES, AND DISPOSITION OF PROPERTY

- 1) Non-expendable personal property will be defined as any property either tangible or intangible other than real property as defined herein which has a unit acquisition cost of \$1000 or more and a useful life of more than one year.
- 2) Organization purchasing or receiving non-expendable personal property as part of their project will give CITY rights to the non-expendable personal property for three years from the date of purchase. Should the organization be dissolved or should the non-expendable personal property not be used in accordance with the grant agreement, CITY will have the right to reappropriate the non-expendable personal property. Examples of non-expendable personal property are vehicles and computer equipment. If said property is a vehicle, the City shall be named as a lien-holder on the title.

### V. MODIFICATION OR TERMINATION OF AGREEMENT

### A. AMENDMENT OR REVISION REQUIRED BY CITY

"SUBRECIPIENT" and the CITY hereby agree to amend or otherwise revise this Agreement should such modification be required by CITY and/or any applicable federal statutes or regulations.

### **B.** TERMINATION

If "SUBRECIPIENT" fails to fulfill in a timely and proper manner its obligation under this Agreement or shall violate any of the covenants, agreements or stipulations of this Agreement, the CITY shall thereupon have the right to suspend or terminate this Agreement and specify the effective date thereof. Such notice shall be given no less than ten (10) days before the effective date of such termination and sent to "SUBRECIPIENT" at 2000 S. Walnut Road, Las Vegas, NV 89104.

### C. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

APPROVED AS TO FORM 1 Porhicello

Each and every provision of law and clause required by law to be inserted in this Agreement will be deemed to be inserted herein, and this Agreement shall be read and enforced as though it were included herein and if through mistake or otherwise any such provisions not inserted, or is not correctly inserted, then upon the application of either party this Agreement shall forthwith be physically amended to make such insertion.

IN WITNESS WHEREOF, this Agreement has been executed by duly authorized representatives of each party the day and year first above written.

CITY OF LAS VEGAS	Walter Long Elementary School, "SUBRECIPIENT"
Stephen Harsin, Director	My B. Elias 10/19/06 Amy Zeigers, SCHOOL PROJECT LEADER
ATTEST:	ATTEST:
BARBARA JO NONEMUS, CITY GLERK By: Beverly K. Bridges Chief Deputy City Clerk  COUNCIL ACTION: OCTODAY 18, 20	006

10/18/06

# Exhibit "A"

- **L.** How will this project increase parent participation in your school? As parents increase their self esteem and parenting skills at these workshops, they are more likely to be involved in their childs academic career.
  - **M.** How will your school sustain this parent involvement after the project has been completed? We will have two on site trainers. These on site trainers will then provide training for additional groups of parents at multiple workshops throughout the year.

### N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as needed):

neede	ed):			
llem.	. Quoniil	Cost per Heim	Purpose 14 17	i iolol ucost
1	2	\$995.00	Fee of Conference	\$1,990.00
			_	
		+		
			POPULATION AND AND AND AND AND AND AND AND AND AN	

**M.** How will your school sustain this parent involvement after the project has been completed? Through the PAALs program we will get 75 hours a month of volunteering.

### N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed):

neede	<u>a):</u>			
Itèm	Quantity	Cost per ifem		Total: Gost
Pasta	35 lbs		Food	70
Beef	30 lbs		Food	65
Lettuce	10 bags		Food	20
Veggies	1/2 case		Food	35
Salad Dr	5 gal		Food	25
Par. che	2 cans		Food	16
Paper Pr	500		Supplies for eating	100
Vegas	High	School	preparing food	300
	· ·			

		Total	\$631.00

### O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

		w water		
ACTIVITY	Numberof	Number	Number of times per	HOURS IOF
	L voluntéers	iof hours.	yeor	athis GCIMITY
Family Literacy Night	25	5	1	125
Planning Family Literacy		1.5	1	7.5
Planning Family Literacy	5	15	1	75
· · · · · · · · · · · · · · · · · · ·				

# Exhibit "B"

## **Section 1: Identifying Information**

School:		
Project Name:		
Reporting Period:	Start Date:	End Date:
Person Preparing Report:		
Phone Number:		
goals (described in the c	: accomplishmer ontract and G	nts for this month. Identify which project rant Application) the organization has been, project successes, and any other

# City of Las Vegas PALS Grant Project Evaluation

Name of School:	
Project Name:	
Start Date:	End Date:
Is this project ongoing?	No
Person Preparing Report:	
Title:	
Phone number:	
Number of participating parents:  Number of participating staff:	
Project Evaluation	
Describe your project and its accomplish	nments:
	And the second s
	A A A A A A A A A A A A A A A A A A A

How were parents involved in the planning and implementation of this proje
How did this project accomplish the goals outlined in your grant application
Were there any areas of concerns during the planning and implementation
this project?
☐ Yes ☐ No
How did your planning team work together to address these concerns?
Parent Involvement
Parent Involvement
Do you feel this project helped to recruit more active parents in your school?
☐ Yes ☐ No
Why?
How will your school sustain and/or increase this level of parent involvement?
·

# City of Las Vegas PALS Volunteer Hour Log

School Name:	ne:			
Project Title:				
Date	Volunteer's Name	Activities Performed	Time In	Time Total
			:	

### Parents As Learning Support Agreement Between the City Of Las Vegas and Lomie Heard Elementary School

THIS AGREEMENT, made and entered into this <u>l</u> <u>Q</u> day of <u>October</u>, 2006 by and between the CITY OF LAS VEGAS, a municipal corporation of the State of Nevada, hereinafter referred to as "CITY", and <u>Lomie Heard Elementary School</u>, a Clark County School District elementary school duly organized under the laws of the State of Nevada, hereinafter referred to as "SUBRECIPIENT," whose primary mailing address at the date of execution is **42 Baer Drive**, **Nellis Air Force Base**, **Las Vegas**, **NV 89115**.

### WITNESSETH

WHEREAS, the CITY has allocated funds for the Parents As Learning Support program, hereinafter referred to as "PALS"; and

WHEREAS, the CITY is responsible for planning, administering, implementing, and evaluating the PALS program to ensure that it conforms to the PALS Program Guidelines and Las Vegas City Council goals; and

WHEREAS, CITY, as Grantor, wishes to engage "SUBRECIPIENT" to assist the CITY in utilizing such funds by providing services to meet the PALS Program's objectives, as follows:

- To assist school staff and administrators with establishing parents and school staff as partners in defining and addressing student needs
- To assist schools with identifying unengaged parents and developing strategies for involving them in school activities
- To improve student achievement
- To involve parents in a variety of functions/roles in the school
- To create a support system of families, school staff and community leaders who take responsibility for the safety and well-being of all students attending their school

NOW, THEREFORE, it is agreed between the parties hereto that:

### I. SCOPE OF SERVICE

### A. ACTIVITIES

"SUBRECIPIENT" will be responsible for administering FY2006-2007 PALS-funded programs known as <u>Lunchtime Walking Club</u>, <u>PTA Workroom Enhancement</u>, <u>Family Nights</u>, <u>Bike Rodeo and Parent Survey</u> that provide activities eligible under the Parents As Learning Support Program as cited in the Scope of Services I.B.1, hereinafter referred to as "Program." It is expressly agreed and understood that the total amount to be provided by the CITY under this Agreement shall not exceed \$6,000.00 in PALS funds to be allocated in accordance with the Program Budgets as detailed in Exhibit "A," attached. "SUBRECIPIENT" hereby agrees to utilize said PALS funds made available pursuant to this Agreement to supplement rather than supplant funds otherwise available.

### B. PROGRAM DESCRIPTION

Scope of Services to be Provided

### Purpose of Services:

Funding will be used to plan and implement school based projects to increase parent involvement in school activities and increase communication between parents and school staff.

### Tasks to be Performed:

- Lunchtime Walking Club Host a lunchtime walking club for students and parents
- PTA Workroom Enhancement Provide office equipment for the PTA to help share information with parents and school staff
- Family Nights Host workshops to teach parents strategies for continuing the learning process at home
- Bike Rodeo Host an event to promote bike safety using volunteer parents and school staff
- Parent Survey Survey parents to learn their interests and issues, and/or talents/skills they would like to volunteer to school activities

### Level of Service to be Provided:

Projects will increase the number of parent volunteers and provide parents with an active role in their student's education and development.

### Measurable Goals for Grant period:

- Number of parent volunteers
- Number of participating parents

"SUBRECIPIENT" hereby agrees to meet the goals as stated above, to the greatest extent feasible, in order to ensure the success of the Program.

2. The "SUBRECIPIENT" hereby appoints the following representative to attend any meetings of the neighborhood organization in partnership with the City of Las Vegas, Neighborhood Services Department:

Patricia Spilsbury, School Project Team Leader, or a designee chosen at the discretion of SUBRECIPIENT.

### C. Program Reporting

"SUBRECIPIENT" will be required to collect for and provide to the CITY Program accomplishments and usage records beginning **October 18, 2006** or the date first written above, until **June 1, 2007**, unless this Agreement is modified at the express consent of the CITY and "SUBRECIPIENT." "SUBRECIPIENT" shall submit, on a monthly basis, and on occasion upon request of the CITY, a Monthly Progress Report, Project Evaluation Reports and Volunteer Hour Logs, the forms for which are attached as Exhibit "B". These reports shall accompany each request for expenditure or reimbursement of funds. Failure to submit said reports in a timely manner may delay purchases or reimbursement to "SUBRECIPIENT" for grant-eligible Program expense. Records and reports shall contain, but not be limited to, the following data:

- Statement of Program goals cited in "SUBRECIPIENT" application and measurable accomplishments toward achieving said goals through reporting date of said report.
- 2) Whenever applicable, written narrative of activities. Written narrative and description of services shall be included in each monthly report.
- 3) Volunteer Hour Logs should be submitted with copies of written materials which document the expenditure of the donated good(s), which are reported. This documentation will include: letters from professionals, identifying the donation they have made and its value, vendor receipts for donated goods or receipts for expenditures paid by funds raised by the "SUBRECIPIENT".
- 4) The "SUBRECIPIENT" shall provide a copy of all written reports developed for the Project to the CITY. These may be included with the Project Evaluation Report or under separate cover. Materials which help document the progress of the Project include: project meeting or event flyers, project meeting minutes, draft reports, final reports, photographs, timelines, job descriptions, contractor contracts, and participant interviews, and videos.
- 5) The "SUBRECIPIENT" shall provide a final, brief, written report that summarizes the Project's successes and lessons learned.

These reports will be forwarded to the City of Las Vegas Neighborhood Services Department, ATTN: Neighborhood Initiatives Division. CITY will monitor the performance of "SUBRECIPIENT" against goals and performance standards required herein. Substandard performance as determined by CITY will constitute non-compliance with this Agreement.

If action to correct such substandard performance is not taken by "SUBRECIPIENT" within a reasonable period of time after being notified by CITY, contract suspension or termination procedures will be initiated.

### D. TIME OF PERFORMANCE

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Each and every provision of law and clause required by law to be inserted in this Agreement will be deemed to be inserted herein, and this Agreement shall be read and enforced as though it were included herein and if through mistake or otherwise any such provisions not inserted, or is not correctly inserted, then upon the application of either party this Agreement shall forthwith be physically amended to make such insertion.

IN WITNESS WHEREOF, this Agreement has been executed by duly authorized representatives of each party the day and year first above written.

CITY OF LAS VEGAS	Lomie Heard Elementary School, "SUBRECIPIENT"
Stephen Harsin, Director	Patricia Spilsbury, School PROJECT LEADER
ATTEST:	ATTEST:
BARBARA JORONEMUS, CITY CLERK  By: Beverly K. Bridges  Chief Deputy City Clerk	
COUNCIL ACTION: OCTOBER 18, 2	200/e
Approved as to form I Ponticula	10/17/06

# Exhibit "A"

K. Explain the school, student or family need this project will address: Research has repeatedly shown that student achievement increases when parents are involved in their student's learning. It is our intent to use the information gathered from the survey to more precisely focus school Family Nights on activities and events that Lomie Heard families value, thereby fostering a greater involvement of those families at school activities.

The survey will be built on the foundation laid by the Parent Survey taken during 2005-2006. Any issues raised through that survey will be addressed. Parents who state they are willing to share a talent or skill will be encouraged to do so at a Family Night activity.

- How will this project increase parent participation in your school? With L. the information compiled from the parent survey, the committee will be able to plan activities and events that are consistent with parent interests and family needs, thereby making the events more attractive to parents.
- M. How will your school sustain this parent involvement after the project has been completed? We will continue to survey parents in the fall of each school year. If events and activities at school are relevant to parent and family interests and needs, it is hoped that more parents will participate.

### N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed):

364.8	Signify.			
Astro Bright copy paper	2 reams	6.02	publish the parent survey	\$12.04
Red, White, and Blue pencils	6 gross	19.40/gross + shipping costs	incentives to return survey	\$128.40

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		Total	

### O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

Planning survey	6	2	1	12
Copying and distribution of survey	2	2	1	4

ride in cars or walk. While encouraging more students to exercise by daily bicycle riding, we will also address the hazards inherent in bicycle riding and teach students safe bicycle techniques.

- L. How will this project increase parent participation in your school? We learned this year during our first bike rodeo that paarent and volunteer participation is essential to the success of the rodeo. The numbers of students and bikes and the time it takes to work through all the stations make it a virtual impossibility to have a Bike Rodeo with out many parents and volunteers either following teachers to assist students with bikes, or manning the stations, teaching student sthe material.
  - M. How will your school sustain this parent involvement after the project has been completed? The cost of incentive prizes, props for the various stations, and water for hydration require a sponsorship or grant in order for us to contine this very worthwhile activity. For these reasons we are re-applying for the PALS grant.

### N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed):

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			E E E PROGENIKA	
1/2 liter bottled water	1500	\$2.50/case of 12	Two water stations during the Bike Rodeo	\$312.50
Bike helmets	30	10.00	prizes	\$300
Elbow and knee pads	30	10.00	prizes	\$300
Bike locks	30	10.00	prizes	\$300
Bicycles	2	50	prizes	\$100
Award Certificates	600	140	paper and printing for certificates for each participant in the rodeo	\$140
Zip Ties	500	17.00	Attach identification and grade level designation to bicycles	\$17.00
Wooden Stakes	20	1.50	To hold signs for identifying bike parking areas and stations during the rodeo	\$30.00

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	Total	18/48/2 50

### O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

				V STORES
Bike Rodeo planning committee	6	25	1	150
Set-up and take down of rodeo	10	4	1	40
Bike Rodeo	35	4	1	140

- K. Explain the school, student or family need this project will address:
  In light of obesity issues facing both children and adults throughout the United States, this activity is proposed to address that issue, to promote physical fitness, to provide an opportunity for parents and students to set and meet goals, and to provide opportunities for parents to participate with students at school in areas other than those in which food is involved (lunchtime, parties, etc).
- L. How will this project increase parent participation in your school?

  Parents will be involved in making, hole-punching, and keeping track of the walking passports and setting up and taking down the track cones daily.

  Parents and/or volunteers will keep track of miles walked, distributing incentives, and marking the map in the multipurpose room with the total number of miles walked each week.
- M. How will your school sustain this parent involvement after the project has been completed?

The school will seek grants or donations to maintain the incentives for students participating in the Walking Club.

### N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as needed):

then E	COLUMN TO SERVICE SERV			
Astro Bright cardstock	3	9.59	Walking Club passport punch cards	\$28.77
Hole punches	3	4.99	Used to mark laps marked on walking passports	\$14.97
wristbands	500	.68 + set- up	incentive for walking 5 miles	\$374.00
woven wristbands	250	.84 + set- up	incentive for walking 10 miles	\$231.00
water bottle	200	.94 + set- up	incentive for walking 20 miles	\$203.00
lanyard	150	1.89 + set-up	incentive for walking 30 miles	\$351.00
T-shirts	100	5.00 + set-up	incentive for walking 50 miles	\$540.00
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			Total 🕻	7.75

### O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

Plan and layout walking passport	2	2	1	4
laminating passports	1	1	3	3
Award presentations in grade level meetings	1	2	3	6
Monitor walking club	2	1	36	72

- 4. Give parents an opportunity to present on topics they enjoy
- 5. Promote a learning experience that combines resources from the school and community
- K. Explain the school, student or family need this project will address:

  Parent participation at parent meetings is generally very low. In an effort to involve more parents, Family Night topics will be based on information gathered from the Parent Survey, i.e. topics that parents have said are important to them. Including students in grade level presentations will hopefully provide a greater draw for parents to come to the Family Night events.
- L. How will this project increase parent participation in your school?
  All parents will be encouraged to attend with their children. Student presentations, free books, games, and refreshments will be a part of each presentation. The topics covered at Family Nights will be drawn from information provided by parents on a survey taken earlier in the year.
- **M.** How will your school sustain this parent involvement after the project has been completed?
- A parent survey will be taken each fall at minimal expense to the school. Funding for free books and games and refreshments will be sought from grants, donations, and surrouging businesses.

### N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed):

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cookies	500 per event	\$3.50/pkg of 40 x 12 per event	refreshments for each of 7 events	\$294
Juice	10 gal. per event	\$5 per gallon	drinks for each of 7 events	\$350
Books	300 per event	\$99/100 books	Given to students who accompany parents / 4 events	\$396
Cardstock	1 ream per event	9.59/ream	game materials for families/3 events	28.77
Copy paper	7 reams	2.50/ream	provide handouts and materials for parents at each event	17.50

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		 Total	0038324

### O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

Family Night planning committee	6	4	7	168
Preparation of games and materials for distribution to parents	10	1	7	70

This project will help make the tools in the PTA workroom more user friendly, so parents can better utilize the time they have to volunteer to help teachers. Parents hopefully will feel more inclined to participate at school when they feel the time they have to give is productive.

- L. How will this project increase parent participation in your school? Having functioining die cut machines will make the time parents spend working them far more enjoyable that it is now, and will hopefully make it more pleasant to come to school to help.
- M. How will your school sustain this parent involvement after the project has been completed?
  We will continue to maintain the die cuts carefully. When it becomes necessary to replace the machines again, additional funding may need to be sought.

### N. Project Budget

Itemized list of supplies to be purchased (attach additional sheets as

needed):

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small letter press machine replacement pads	4	\$10	improve the cutting performance of the old small letter press machine	\$40
small letter press machine	1	\$300	parent/volunteer use in the PTA worksroom	\$300
die cut alphabet, lower case letters	1	\$655	increase the variety of materials that parent/volunteers can use	\$655
die cut alphabet, upper case letters	1	\$655	increase the variety of materials that parent/volunteers can use	\$655
die cut figures	5	\$40	increase the variety of materials that parent/volunteers can use	\$200

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	Total	23 (850) S

### O. Volunteer Match

List the total hours parent volunteers and volunteer school staff will spend planning and implementing this project.

	Numbés of	i din		
Research replacement	2		1	Hara Has Historiyaya 2
parts for letter press Research die cuts that would provide a great variety of uses	2	2	1	4

# Exhibit "B"

# **Section 1: Identifying Information**

School:		
Project Name:		
Reporting Period:	Start Date:	End Date:
Person Preparing Report:		
Phone Number:		
goals (described in the co	accomplishm	ents for this month. Identify which project Grant Application) the organization has encern, project successes, and any other
		Revised 2/2005

# City of Las Vegas PALS Grant Project Evaluation

Name of School:	
Project Name:	
Start Date:	
Is this project ongoing?	□No
Person Preparing Report:	
Title:	
Phone number:	
Number of participating parents:  Number of participating staff:	
Nomber of participating start.	
Project Evaluation	
Describe your project and its accompli	shments
Describe your project and its decompli	31 IIII GEFF3.
	and the state of t
1,	

How were parents involved in the planning and implementation of this projection	ect?
How did this project accomplish the goals outlined in your grant application	n <b>?</b>
Were there any areas of concerns during the planning and implementation	ı of
this project?	
☐ Yes ☐ No	
How did your planning team work together to address these concerns?	
Parent Involvement	
Do you feel this project helped to recruit more active parents in your school	lṡ
☐ Yes ☐ No	
Why?	
	<u> </u>
How will your school sustain and/or increase this level of parent involvement	ļ\$

# City of Las Vegas PALS Volunteer Hour Log

School Name:	e:		
Project Title:			
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		Out	Hours
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